



YUKON WORKERS'  
COMPENSATION  
HEALTH AND  
SAFETY BOARD

SUBJECT: Inspections by Safety Officers POLICY NO.: OHS-03

BOARD APPROVAL: *[Signature]*

APPROVAL DATE: Oct 20/99

BOARD ORDER NO.:

EFFECTIVE DATE: Oct 20/99

**REVOKED**

## POLICY STATEMENT

*[Signature]* JUL 12 2005

SECTION 35, 36, 37, 41, 47  
REFERENCE: *Occupational Health & Safety Act*

POLICY: **INSPECTIONS BY SAFETY OFFICERS**

### GENERAL INFORMATION

Through consultation, education and enforcement, Safety Officers assist employers and those with obligations under the *Occupational Health and Safety Act* (the Act) and Regulations to fulfill their requirements to create a safe working environment.

As a general rule, Safety Officers meet with their stakeholders to encourage safe work practices. Where there is a violation of the Act or Regulations, Safety Officers are required to engage in enforcement action.

As a result of an inspection, a Safety Officer may issue orders requiring compliance with the Act or Regulations. If there is imminent danger to the health or safety of persons, the Safety Officer may make orders to protect the persons from danger. Administrative penalties or prosecution may be initiated, after an inspection, if the situation is considered a major safety concern.

**POLICY**

**A. DEFINITIONS**

(a) WORKPLACE

A workplace subject to inspection under the Act means any location where a worker is, or is likely to be, engaged in employment and includes any vehicle or mobile equipment used by a worker.

(b) WORKPLACE INSPECTION

A workplace inspection by a Safety Officer means an examination and evaluation of the physical aspects, the working environment, the work processes and the procedures of a workplace, to ensure compliance with the Act and Regulations.

**B. NOTICE OF INSPECTION**

Generally, no notice is given before an inspection. Appointments may be arranged for employers who request an inspection. In that case, the employer and the union official, or other appropriate worker representative, shall be informed.

**C. ENTERING A WORKPLACE**

Once on the workplace, Safety Officers shall identify themselves to the person in charge and state the purpose for their visit or inspection.

**D. INVESTIGATING A COMPLAINT**

People may forward work-related safety concerns and complaints to the Occupational Health and Safety staff. If an inspection ensues, the Safety Officer shall conduct it as a regular inspection. The Safety Officer shall not indicate the inspection was caused by a complaint, nor identify the complainant.

<b>Board Approval</b>	
	
Signature	Date

**E. POST-INSPECTION CONFERENCES**

Following an inspection, the Safety Officer shall discuss the inspection with the person or persons responsible for complying with the orders. The meeting should include workers, or if applicable, a member of the safety committee. The Safety Officer shall explain the orders, their meaning and their significance. Whenever possible, the Safety Officer shall discuss the options to correct the problem.

The Safety Officer shall use the opportunity to provide education and to promote safe working attitudes and behaviours.

**REFERENCES**

Yukon Workers' Compensation Health and Safety Board:

OHS-01 Occupational Health and Safety

OHS-02 Accident Investigations

OHS-04 Inspections by Safety Officers Policy Statement

OHS-05 Penalties Policy Statement

GC-05 Reviews and Appeals Policy Statement

GC-10 Prevention Policy Statement

**HISTORY**

1. Policy, Inspections by Safety Officers Policy Statement, effective December 9, 1993.
2. Policy, Inspections by Safety Officers Policy Statement, amended October 20, 1999; effective October 20, 1999.

<b>Board Approval</b>	
	
Signature	Date