

Thunder Bay Nordic Trails Association

Policy Area: Risk Management	Subject: Health and Safety
Title of Policy: Equipment and Facility Safety Check Policy	Number:
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Approved Date: Revision Date:	Approved by: R. Johnston

1. Rationale or background to policy:

Regular workplace inspections are an important part of the overall occupational health and safety program that can help prevent injuries and illnesses.

2. Policy Statement:

Through regular critical examination of the workplace, inspections identify and record hazards for corrective action.

3. Procedures:

As an essential part of a health and safety program, workplaces should be monitored on an ongoing basis for potential safety concerns. Constant monitoring is important as it allows you to:

- listen to the concerns of staff and members
- gain further understanding of jobs and tasks
- identify existing and potential hazards
- determine underlying causes of hazards
- monitor hazard controls (personal protective equipment, engineering controls, policies, procedures)
- recommend corrective action

Aspects to Examine

A critical eye must examine who, what, where, when and how. Particular attention should be paid to items most likely to develop unsafe or unhealthy conditions because of stress, wear, impact, vibration, heat, corrosion, chemical reaction, misuse or contact with the outside elements. Ongoing monitoring for hazards and corrective actions will be standard procedure. Areas where no work is done regularly, such as parking lots, rest areas, office/equipment storage areas, walkways, entrances, wax rooms and locker/change/rest rooms will also receive consideration. Overhead dangers such as dead and dangerous trees, ice and water over trail conditions will also be dealt with.

Workplace Elements

Workplace elements - the environment, the equipment and the process will be taken into consideration. The environment includes such hazards as noise, vibration, lighting, temperature, and ventilation. Equipment includes materials, tools and machinery. The process involves how the worker interacts with the other elements in a series of tasks or operations.

Responsibilities

Everyone (staff, members, volunteers) have a responsibility to identify potential safety concerns to the General Manager. The General Manager is responsible for ensuring that the hazard(s) are controlled and eliminated. If hazards cannot be immediately controlled, restrictions must be put in place to ensure that defective equipment is not used, people are not allowed into areas where the hazards are located or proper training/instruction is obtained to remove risks.