



## Procedure

Procedure Name	<b>Inspection</b>		
Procedure #	HS 1.3 Inspection	Parent Policy	HS 1.0 Health, Safety and Environmental
Policy Owner	Vice President Administration and Chief Financial Officer	Effective Date	July 16, 2022
Procedure Owner	Associate Vice President, Campus Services	Review Date	July 16, 2027
Approved by	Associate Vice President, Campus Services	Approval Date	July 16, 2022

### 1.0 Purpose/ Background

This procedure outlines the process and requirements for workplace health, safety, and environment inspections to ensure NAIT's compliance with Alberta Occupational Health and Safety (OHS) Act, Regulations, and Code and the Alberta Environmental Protection and Enhancement Act.

### 2.0 Definitions

Term	Definition
Adverse effect	Impairment of or damage to the environment, human health or safety or property.
Hazard	A situation, condition or thing that may be dangerous to health and safety.
Incident	An undesired and unexpected event that results in or has the potential to result in injury/illness to a person, damage to property, or adverse effects to the environment.
Supervisor	A person who has charge of a worksite or authority over a worker (s). This can include those in management and individuals whose job title does not include the word "supervisor". E.g., Project Lead, Coordinator, etc.

### 3.0 Procedures

- 3.1 Workplace safety inspections help identify existing and foreseeable hazards before they become incidents.
- 3.2 NAIT will ensure that training is provided for employees who conduct inspections.
- 3.3 As a general practice, any employee who identifies a hazardous condition or unsafe act has a responsibility to report it immediately and not wait until the next scheduled inspection.
- 3.4 Supervisors are responsible for developing and implementing an inspection schedule for their areas of responsibility. See the suggested inspection frequency table in Appendix A of the [HS.PR.G.28 – Workplace Inspection Program](#).

- 3.5 Inspection reports will include recommendations for corrective actions that eliminate or reduce hazards and mitigate the risk of injury or loss.
- 3.6 The inspection process, including documentation, will be used at all NAIT facilities in accordance with OHS legislation.
- 3.7 Safety inspections at NAIT may include:
  1. Management safety walks and observations.
  2. Supervisors' physical inspections of their worksite.
  3. Employee, Area Health and Safety, and Joint Work Site committee's inspections.
  4. Equipment-specific inspections at frequencies specified by manufacturer's requirements.
- 3.8 After each inspection, the Supervisor will review, monitor, and ensure the recommended corrective actions are completed.
- 3.9 The Inspection Procedure is supported by practices outlined in the HS.PR.G.28 – Inspection Program.

#### 4.0 Exceptions to the Procedure

- 4.1 Exceptions to this procedure will be documented and formally approved by the Procedure Owner.  
 Procedure exceptions will include:
  - The nature of the exception.
  - A reasonable explanation for why the procedure exception is required.
  - Confirmation that the exception aligns with the general principles.
  - Any risks created by the procedure exception and how they will be managed.

#### 5.0 Related Documentation

- 5.1 [Alberta Occupational Health and Safety \(OHS\) Act, Regulations, and Code](#)
- 5.2 [Alberta Environmental Protection and Enhancement Act](#)
- 5.3 CSA Z1000 - Occupational Health and Safety Management System
- 5.4 HS.PR.G.28 – Inspection Program

#### Document History

<i>Date</i>	<i>Action/Change</i>
August 23, 2021	Update to the latest procedure template. Incorporate Guideline Principles into the Purpose and Procedure sections. Updated the definitions section. Removed the records section, as this is documented in the program. Added the requirement for environmental inspections as per the Alberta Environmental Protection and Enhancement Act. Removed non-relevant related documentation. Remove Appendix A: Suggested Inspection Frequency Table and added under the Program.
July 14, 2022	"Hazard" definition updated to reflect OHS Legislation change.
November 15, 2024	Minor revision to change the title of Executive Director, RMS, to Associate Vice President of Campus Services.