



## GUIDELINES FOR WORKPLACE INSPECTIONS

### REGULATORY REQUIREMENTS

WorkSafeBC requires the University to conduct regular inspections of workplaces at intervals that will prevent the development of unsafe working conditions. UVic is also required to conduct inspections of certain work areas or activities by other regulatory agencies. To meet these requirements, several groups on campus have a responsibility to carry out inspections under the following guidelines.

### RESPONSIBLE GROUPS

#### I. Departments (self-inspections)

Regular inspections are a departmental responsibility, coordinated by management or the supervisor of a particular unit, area or facility. For the following moderate/high risk areas, departments should initiate a formal, comprehensive self-inspection on the following schedule, at a minimum:

- Labs containing hazardous materials, annually\*
- Trades and technical shops, annually\*
- Commercial kitchens, annually
- Any other moderate to high hazard area, annually

It is expected that less formal inspections of these areas will also occur on a regular basis to identify any hazards or issues that need to be addressed.

#### II. Occupational Health, Safety & Environment

OHSE Consultants conduct specialized inspections that are required by regulation and/or University policy in research environments or other high hazard areas (e.g. biosafety, radiation safety, shops, etc.).

*\* Note: OHSE will also conduct an inspection of labs and shops annually to supplement the departmental self-inspection, such that higher risk areas are formally inspected at least twice per year.*

#### III. Local Safety Committees (LSC)

Each LSC is required to complete an annual inspection of their building(s) common areas including lobbies, hallways and stairwells to identify potential hazards or safety issues. Inspections of non-common areas (e.g. personal offices) can be done at the committee's discretion.

### PROCESS

For any departmental self-inspection, the employer (manager/supervisor) should invite an employee representative of the Local Safety Committee to participate, or an employee who works in the area and is knowledgeable about the activities.

LSC Common Area inspections are normally scheduled and organized by the LSC Co-Chairs as part of monthly meetings, with all members assigned and sharing the inspection duties. OHSE Consultants are available to provide guidance and training, as required. The results of Departmental and Common Areas inspections should be reviewed at the LSC and documented in the minutes.

### RESOURCES

Inspection checklists for laboratories, shops, common areas, and office ergonomics are available on the [OHSE website](#). Please contact [ohs@uvic.ca](mailto:ohs@uvic.ca) if you have any questions about inspections.