

## Inspect Your Workplace

Workplace inspections are one of the most common and effective tools for identifying and correcting problems before they cause injuries and illnesses. Inspections should also be used to draw attention to and encourage good safety and health practices. In general, there are two types of inspections: informal inspections and formal, planned inspections.

### Formal Inspections

These are planned, regularly scheduled 'walk through' or examinations of:

- A workplace
- Selected work areas
- Particular hazards, machinery, tools, equipment and work practices

### Informal Inspections

May spot potential problems, but are limited in that they are not systematic or focused. These really boil down to conscious awareness of safety and health hazards and controls as people do their daily jobs, as well as monitoring your employees' safe work practices.

Worker safety and health representatives, supervisors, managers, maintenance personnel, safety professional and others can carry out inspections. As a general rule, the responsibility for each type of inspection should fall on those who are most knowledgeable and for whom it is most practical to do the inspection. This is where it is important to ensure that anyone given inspection responsibility has, or receives, the training they need to fulfill their responsibilities.

As for frequency of inspections, both types (informal and planned) should be done on a regular basis, however some kinds of inspections will need to be done more frequently than others (e.g. pre-use equipment checks, etc.)

Following an inspection, meet with the person(s) who carried it out and decide how to correct any problems that were found.

Regular workplace inspections are one of the most common and most effective tools to identify and correct problems before they can cause injuries and/or occupational illness, they should also be used to encourage proper health and safety practices.

### Did You Know?

The Workplace Safety and Health Act requires... a schedule for the regular inspection of the workplace and of work processes and procedures at the workplace (section 7.4 (5) (e).

### What should inspections include?

- what will be inspected, by whom and how often  
(e.g. work areas, equipment, tools, procedures, practices etc)
- inspections of work procedures and production processes
- inspection of records to ensure accountability
- remedial action for correcting defects found during inspections
- required training for those responsible for safety inspections

### What is the focus of the workplace inspections?

The focus of the inspection should be on the general conditions of the workplace, unsafe work procedures, and outstanding or newly created hazards. By doing so, the inspectors provide a "written report" of the workplace and identify hazards that workers or others may not have identified. The inspection is a complement process to the owner and employer's duties, responsibilities, or obligations to ensure the workplace is safe.

## Formal Planned Safety Inspections Sample Checklist

Standards should be set to have formal/planned inspections on a monthly bases to ensure safety standards are being met, to identify unsafe conditions and practices and to recommend corrective actions.

Date:			Location:		
Yes = Satisfactory No = Unsatisfactory, needs attention					
YES	NO	SAFE WORK PRACTICES	YES	NO	FIRE PROTECTION
		Use of machine guards			Fire extinguishers
		Proper manual lifting			Proper type / location
		Smoking, only in designated areas			Fire equipment maintained
		Other:			Emergency exits / lighting
		Other:			Sprinkler systems
		USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)			KITCHEN EQUIPMENT
		Eye / face protection			Microwave ovens
		Footwear			Deep fryers
		Gloves			Cutters, grinders, choppers
		Protective clothing			Grease receptacles
		Aprons			Storage knives
		Respirators			Oiling, cleaning, adjusting
		Other:			Other:
		HOUSEKEEPING			FIRST AID
		Proper storage of flammable material (oily/greasy rags/etc.)			First aid kits in rooms
		Proper disposal of waste			Trained first aid providers
		Floors (clean, dry, uncluttered)			Emergency numbers posted
		Other:			All injuries reported
		ELECTRICAL SAFETY			ADMINISTRATION
		Machine grounding / G.F.I.			OHS act and policy posted
		Electrical cords			List of JHSC members and minutes of meetings posted
		Electrical outlets			Other:
MISCELLANEOUS					
		MSDS labels			New processes or procedures implemented
		Dust / vapour / fume control			Other:
		Safe use of ladders / scaffolds			Other:



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## Workplace Safety and Health Checklist Sample

Area(s) inspected: \_\_\_\_\_  
 \_\_\_\_\_

Date of inspection: \_\_\_\_\_ Shift: \_\_\_\_\_  
 \_\_\_\_\_

Inspected by: \_\_\_\_\_  
 \_\_\_\_\_

	Personal Protective Equipment (PPE) (check what applies)	comment/not names
	Safety glasses worn in mandatory / designated areas Employees not in compliance:	
	Hearing protection worn in mandatory / designated areas Employees not in compliance:	
	Safety footwear worn in mandatory / designated areas Employees not in compliance:	
	Half masks / respirators worn in mandatory / designated areas Employees not in compliance:	
	Gloves worn in and/or accessible for hazardous job tasks Employees not in compliance:	

	Chemical and Biological Hazards	condition ok	attention required	identified and fixed	comment / task assigned to
	Containers are labelled to meet legal requirements?				
	Labels are easy to read?				
	Contents in container is what is on the label?				
	Health & Wellness (check what applies)				
	Ergonomic fit (employee to workstation)				
	Evidence of safe lifting techniques				
	Evidence of safe material handling				
	Stretching exercises being performed				



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## Workplace Safety and Health Checklist Sample

Area(s) inspected: \_\_\_\_\_  
\_\_\_\_\_

Date of inspection: \_\_\_\_\_ Shift: \_\_\_\_\_  
\_\_\_\_\_

Inspected by: \_\_\_\_\_  
\_\_\_\_\_

	Work Area (check what applies)	condition ok	attention required	identified and fixed	comment / task assigned to
	Floor (i.e. slippery, grease covered, missing tiles, etc.)				
	Area cleanliness (i.e. garbage, clutter)				
	Products / material piled neatly and safely				
	Tools and Equipment (check what applies)				
	Work station tools used/stores safely				
	Proper tool(s) being used for job task				
	Ladders condition & stored properly				
	Employee Facilities (check what applies)				
	Washroom clean and fixtures functional				
	Water coolers clean and stocked				
	Eating areas clean and tidy				
	Building & Maintenance (check what applies)				
	Work station lighting				
	Ventilation in kitchen area				
	Door locks, if required, are functional				
	Danger signage is visible where required				
	Stairways, aisles are open to traffic				



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Workplace Safety and Health Checklist Sample - Page 2

	Electrical (check what applies)	condition ok	attention required	identified and fixed	comment / task assigned to
	Electrical hand tools 3 prong grounded				
	Faulty insulation on wires				
	Exposed wires in traffic and/or work areas				
	Covers on plug receptors, breaker panels				
	Electrical motors are clean				
	Machinery & Equipment (check what applies)				
	Clean				
	Functional guards are in place				
	Emergency stop switches accessible and working				
	Oil leaks or other obvious signs				
	Training sheets, emergency top / machine guarding posters in place				
	First Aid (if applicable)				
	Basic first aid supplies for area				
	Eye wash station accessible, clean, functional, water temp, signage				
	Bottle eye wash station clean, condition of water, signage				
	Evacuation				
	Pathway to fire exit door is clear and fire exit door is not obstructed on either side				
	Area fire extinguisher signage, accessible, pressure level, position of pin, due date				
	Fire pull stations signage and accessible				
	Fire hose nozzles firmly attached, no water in hose and racked neatly				



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## Preventative Maintenance

This sample policy is provided to assist you as an employer in developing a policy tailored to your own operation. We encourage employers to copy, expand, modify and change the sample as necessary to accomplish this.

### Preventative Maintenance

Organizations that already have preventative maintenance programs in place may simply refer to such programs in the 'Preventative Maintenance' section of their company safety and health manual. However, if your company currently does not have a documented maintenance system in place, then starting such a program by setting a maintenance policy as part of the company safety and health policy may be appropriate.

In small organizations, the Preventative Maintenance Program may well remain part of the company safety and health manual. In larger or more complex organizations, the Preventative Maintenance Program may develop into a separate program with integrated components.

The restaurant industry involves people working with tools and equipment. In addition to ensuring that workers use the tools and equipment properly, it is vital that tools and equipment be properly inspected, maintained, and kept in good repair. Use warning tags to prevent workers from operating damaged or defective equipment, and lock out/tag out any machine that is under maintenance. An effective Preventative Maintenance Program will reduce the risk of injuries, damage and lost production.

The Manitoba Safety and Health Legislation requires an employer must ensure that all equipment is maintained in a condition that will not compromise the safety and health of workers.

There are many other standards identified in legislation that must be followed in maintaining equipment. For example:

Ventilation control and Fire Protection of Commercial Cooking Operations must be regularly inspected and maintained in accordance with NFPA 96 standards.

These examples illustrate the need to make sure that you identify, locate and use legislation and standards that apply to the equipment your workers use.

In addition to legislation, manufacturers also have specifications for maintenance. You should incorporate these specifications into your preventative maintenance program.

## Preventative Maintenance Policy

The first step in setting up a Preventative Maintenance Program is to develop a complete inventory list of all equipment and tools that require monitoring, periodic checks and/or maintenance. An equipment/tool list would include items such as:

Dough mixer/press	Fryers
Steamer	Ventilation systems
Ladders	Power cords
Packaging machines	Ovens/boilers
Personal protective equipment	Freezers/coolers
Ice machines	Grills
Slicers/choppers/grinders/cutters/knives	Processors
Fire protection equipment	Others

Once a listing of all equipment/tools is completed and all applicable standards and specification have been assembled or developed, a schedule for preventative maintenance can be established where required. The expertise of management and workers is essential in setting schedules. Once schedules are set, it is vital that they be followed.

All kitchen appliances and mobile equipment should be inspected and maintained according to the manufacturers' specific schedules. Records of all inspections and maintenance should be completed and maintained for review and approval.

Maintenance of equipment, and changing of grease/oil, should be performed only by trained personnel. Spills and leaks from equipment should be cleaned up promptly.

### Maintenance Personnel

The qualifications of maintenance personnel are key to the success of a Preventative Maintenance Program. All individuals who perform maintenance work should have the appropriate skills, knowledge, accreditation and/or certification. The certification applies both to company workers and to contracted maintenance services.

### Records

Every Preventative Maintenance Program must contain a recording system. Part of an effective system will be made up of inventories, schedules, equipment logs, etc. In addition, the recording system must document what maintenance work was done, when, and by whom. Be sure to keep good and accurate records.

## Preventative Maintenance Policy

### Pre-Start Guidelines

Circle or walk-around checks on any piece of equipment are necessary to ensure the unit is safe to operate both for the personnel and for the equipment; that is, all fluids must be at the correct level and all components must be intact. Workers should be trained on all safe operating procedures for equipment they are working with, and have safe operating procedures readily available to them at all times.

### Monitoring

The monitoring functions in a maintenance program fall into two areas:

- 1.) The people responsible for operating and servicing or maintaining equipment must monitor that equipment to ensure that appropriate checks and maintenance are done.
- 2.) Management must monitor the entire Preventative Maintenance Program to ensure that it is functioning in accordance with the company health and safety policy.

### Maintenance Schedule (Sample)

Read and then apply the manufacturer's service and maintenance manuals into yours "Preventative Maintenance Program"

Type of Equipment	Type of Inspection	Schedule
Fire Extinguishers	Complete inspection and certified	Monthly - internal Annually - fire protection company
Dough Mixer	Guards, components, and electrical cords	Manufacturer's recommendations and prior to operation

## Musculoskeletal Injury

What is a musculoskeletal injury?

An injury or disorder of the muscles, tendons, ligaments, joints, nerves, blood vessels or related soft tissue including a sprain, strain or inflammation.

Cause:

The physical demands of the action, task, movement, or job exceeds the capability of the body.

Physical Demands include:

- Poor postures - positions of the arms, upper body, back and lower legs that increase the strains to bones, muscles, nerves, ligaments and other soft tissue. These positions involve bending, twisting, awkward motions and over reaching.
- A forceful exertion - an action having the potential to overload the body tissues (e.g. carrying a heavy item up stairs, meat cutting, pushing laundry bins, etc.)
- A repetitive motion - any action performed for extended periods with little or no variation in the muscle groups used (e.g. working the same station on an assembly line; using a knife to perform the same cut in a kitchen all day, etc.)
- Vibration - an action (when a hand tool or heavy machine shakes repetitively) causing the muscles to tighten and circulation to decrease. Vibration can occur in the hand/arm or in the whole body depending on the source of the vibration. (e.g. mixer, floor polisher, etc.)
- Compression - an action causing the soft tissue of the body to compress, decreasing circulation and therefore disrupting nerve and muscle function (e.g. resting the elbows / forearms on a table top, using a tool that is too short / small for the hand, leaning on a sharp edge, etc.)

It is the combination of physical demands that increase the risk of injury.

Although the term MSI itself may sound complicated, a common misconception among employers is that prevention of these injuries will “break the bank”. On the contrary, many employers have put simple control methods in place at no cost to the business (e.g. rotating tasks on a daily basis to reduce ‘repetitive strain’, etc.) While this is not possible in all cases, the financial impact on a business that takes steps to control MSI’s is considerably less than if these injuries go unchecked.

### Control of Risks for Musculoskeletal Injuries

The term musculoskeletal injury (MSI) has received increase attention in recent years. This is not because it is a ‘new’ injury that has been discovered, it is because awareness of the issues causing the injury has increased among the workers in Manitoba.

In additional, the requirement for employers to assess and control risks for MSI’s is not new - it has always been a part of the employer’s general, overall risk assessment at the workplace.

## Musculoskeletal Injury

### Part 8 of the Workplace Safety and Health Regulation

#### Risk Assessment

Part 8.1(1) When an employer is aware, or ought reasonably to have been aware, or has been advised, that a work activity creates a risk of musculoskeletal injury, the employer must

- (a) ensure that the risk is assessed; and
- (b) on the basis of the assessment, implement control measures to eliminate or reduce, so far as is reasonably practicable, the risk of musculoskeletal injury to the worker.

Part 8.1(2) The control measures may include one or more of the following:

- (a) providing, positioning and maintaining equipment that is designed and constructed to reduce or eliminate the risk of musculoskeletal injury;
- (b) developing and implementing safe work procedures to eliminate or reduce the risk of musculoskeletal injuries;
- (c) implementing work schedules that incorporate rest and recovery periods, changes to workload or other arrangements for alternating work;
- (d) providing personal protective equipment in accordance with Part 6 (Personal Protective Equipment).

Part 8.1(3) An employer must

- (a) monitor the effectiveness of any control measure implemented to eliminate or reduce the risk of musculoskeletal injury; and
- (b) where the monitoring identifies that a risk of musculoskeletal injury is not being or has not been eliminated or reduced, implement further control measures, where it is reasonably practicable to do so.

#### Duty to Inform Workers

Part 8.2 An employer must ensure that every worker who may be exposed to a risk of musculoskeletal injury

- (a) is informed of the risk and of the signs and common symptoms of any musculoskeletal injury associated with the worker's work; and
- (b) receives instruction and training respecting any control measure implemented by the employer.



# SAFE WORK

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SPOT THE HAZARD  
ASSESS THE RISK  
FIND A SAFER WAY  
EVERYDAY

No. 247  
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## Recognizing MSI Risks

This bulletin is written to assist you in identifying risks for Musculoskeletal Injury (MSI) in a particular task. Including workers who perform the task in this risk identification process will increase the accuracy.

### How to use this form:

Step 1: Read the MSI hazards definitions below.

Step 2: Choose a task that contains MSI hazards and observe workers performing the task.

Step 3: Record the title and a description of the task at the top on the reverse side of this page.

Step 4: For each hazard listed indicate the body part(s) exposed and what aspect of the task creates the hazard.

Step 5: For each hazard, consult with the workers performing the task and circle the perceived risk presented by the hazard as either: Low (L), Medium (M), or High (H).  
Low – not likely to cause injury; Medium – may cause injury; High – likely to cause injury

Step 6: Discuss the results of this form with the workplace safety and health committee to determine what actions are to be taken in order to eliminate or reduce the risk of workers suffering an MSI.

### MSI Hazards

**Repetitive Motion:** Performing the same sequence of actions for an extended period of time with little or no change in the muscles used (i.e. working the same station on an assembly line).

**Forceful Exertion:** Performing an action that has the potential to overload the body tissues (i.e. moving a heavy object).

**Sustained or Awkward Posture / Limitation on Motion or Action:** Work elements (tools, workstations, processes, etc.) that cause the worker to adopt body positions that increase the stress on the joints or soft tissues of the body (i.e. twisting the upper body, over-reaching, bending forward at the waist, bending the wrist).

**Vibration:** The direct transfer of repeating (back and forth) movements of a machine, or tool, to the body. Vibration occurs as hand-arm (i.e. using a vibrating hand tool for prolonged periods) or whole-body vibration (i.e. vibration transmitted through a vehicle cab to the operator's body).

**Mechanical Compression:** External pressure on the soft tissues, either at high forces and/or for prolonged periods of time (something hard, i.e. a tool or the edge of a workstation, pressing into a part of the body).

#### Reference to legal requirements under workplace safety and health legislation:

- o Musculoskeletal Injuries: Manitoba Regulation 217/2006 - Part 8

Additional Information available on The Workplace Safety and Health Division

Website: [www.gov.mb.ca/labour/safety/](http://www.gov.mb.ca/labour/safety/) and on: [www.safemanitoba.com](http://www.safemanitoba.com)

#### Workplace Safety and Health Division Contact Information:

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24-Hour Emergency Line: (204) 945-0581

Publications/resources available at: [www.safemanitoba.com](http://www.safemanitoba.com)



Task \_\_\_\_\_

Completed by \_\_\_\_\_

Description \_\_\_\_\_

Date \_\_\_\_\_

<b>MSI Risk</b>	<b>Source(s) of Hazard</b>	<b>Body Part(s) Affected</b>	<b>Degree of Risk</b>
Repetitive Motion			L M H
Forceful Exertion			L M H
Awkward or Sustained Posture			L M H
Vibration			L M H
Mechanical Compression			L M H

\*For more information on this topic, visit [www.gor.com/resources/industry/index.htm](http://www.gor.com/resources/industry/index.htm)

## Safe Work Procedures for Manual Handling

Back injuries can be caused by a variety of different factors including: slips, bending, twisting, and over exertion. Lifting is the most common cause of lower back injury at work. There is not a guideline for the proper way to lift every type of object, what works for an object of one size may not work for another.

### Safe Lifting and Carrying Techniques:

- Ensure your workplace is designed to workers have enough space to move safely when lifting and carrying
- Provide smaller bus pans and trays
- Reduce the need for lifting and carrying by providing lifting devices and keeping them in good condition
- Install a garbage chute
- Provide proper training in safe lifting methods

### Proper Lifting Techniques

1. Plan your lift  
Don't try to carry more than you can handle. Make extra trips if necessary and ask for help  
Don't overload trays or pans  
Use gloves when necessary  
Make sure you have a clear path to where you are carrying your load
2. Lifting  
Get as close as possible to the load before lifting  
Lift with your legs not your back  
Keep your head up, back straight and bend at your knees  
Don't lift with your hands only
3. Moving the load  
Keep the load close to your body  
Look where you are going (make sure you can see over the load)  
Move your feet instead of twisting your body
4. Lowering  
When setting down the load, let your leg muscles carry it down,  
Be sure your fingers and toes are clear before setting down the load

## StartSafe

### Your Restaurant and Catering Business

#### Safety Tip 5: Preventing lifting injuries

- Get help from others if you need it.
- Use dollies or carts whenever possible.



**1** Get close to the object.

**2** Bend at your hips and knees. Get a good grip. Gloves may improve your grip.

**3** Lift smoothly and slowly, keeping the object close to your body. Keep the load between your knees and shoulders.

**4** Pivot with your feet instead of twisting your back.

**WORK SAFE BC**

WORKING TO MAKE A DIFFERENCE