LASH Committee Training
- Inspections and the iAuditor App.
What is an Workplace Inspection?

- A tool to help find issues before they result in an injury.
- A tool to help determine the effectiveness of various programs.
- A tool to help track progress.
- A tool to help effect change.
Where, What, When, Who?

- General work spaces (Offices, Cubicles, Lunchrooms…etc.)
- Public Areas (Hallways, Stairwells, Washrooms…etc.)
- Hazard Rating for Buildings (Low, Medium, High)
- Frequency determined by Hazard Rating (Annually, Semi-Annually, Quarterly)
Where, What, When, Who?

- Individually assigned areas.
- Rotation of all committee members.
- Should be assigned at each meeting.
- Reviewed at each meeting to determine if recommendations are necessary.
Where, What, When, Who?

• Categories
  o LASH Committee Bulletin Board
  o Fire Safety
  o First Aid
  o Emergency Eyewash Stations and Showers
  o PPE
  o Working Alone
  o Violence and Harassment
  o Labs
  o Entrances, Exits, Walkways, Stairwells
Where, What, When, Who?

• Categories Continued
  o Lighting
  o Storage of Materials, Equipment, Machines and Tools
  o Electrical
  o Maintenance and Construction Work
  o Reporting Structure

• Not all categories apply to all buildings
What do we do With Found Issues?

• Issues can be divided into three informal categories. Easily dealt with, Will require work, and Needs immediate attention.
Easily Dealt With Issues

• Can be resolved quickly by bringing them to the attention of the space owner, Physical Plant, Security, EHS, etc.

• These issues are typically the removal of an offending item, replacement of an offending item, or a change in procedure.

• The improvement of the issue should still be recorded as it should not repeat during another inspection.
Will Require Work Issues

• Typically fall into three groups. Obvious solution but lack of funding, Obvious solution but time consuming, Not an Obvious solution that will require brainstorming or EHS involvement.

• May require a Recommendation Letter from LASH Committees to have the issue addressed. A quote may be required.

• Consulting key players may be required.
Needs Immediate Attention Issues

• These are issues that if not dealt with could result in a serious injury or death. These issues need to be brought to the attention of EHS immediately.

• Once involved EHS will ensure that the threat to Life Safety is dealt with accordingly.

• As the issues and who deals with them can vary, please contact the EHS general line at 474-6633.
Inspection Tools

- Template for Inspection Questions.
- This can be electronic or paper copy.
- EHS has a standard template for most areas.
- Some questions may not apply
- Some additional questions may be required.
- iAuditor is an App that can be used and is available for both iOS and Android tablets and cellphones.
iAuditor

- Although not required, iAuditor is recommended for use by LASH committees as a means to speed up and track inspections.
- It allows for complete customization of a template including additional questions prompted by selected answers.
- It allows for pictures to be added as well.