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Date of Issue	Number	Number of Orders	Employer	Location	Classification Unit Number	Activity Time Recorded*	Travel Time Recorded*
2009/04/16	2009120030177	1	4000	028	841102	2.00	0.50

\*The Time Recorded reflects only that time which has been charged to this inspection up until the document was printed for delivery. Subsequent time may be added for additional activity related to this inspection.

Number of Workers	Project Number	Site Visit Date	Lab Samples Taken	Direct Readings	Results Presented	Sampling Inspection(s)
101 or more		2009/04/15	N	N	N	

Head Office	Job Site
PROVINCIAL GOVERNMENT WORKERS' COMPENSATION PROGRAMS BC PUBLIC SERVICE A P O BOX 9404 STN PROV GOV'T VICTORIA BC V8W9V1	PROVINCIAL GOVERNMENT 4216 Wilkinson Road Wilkinson Road Corrections  Victoria BC

Portion Inspected	JH&S Documentation
Violations	REFER TO ORDERS ON FOLLOWING PAGE(S)

Employer Representative Name	Accompanied by Employer Representative
Patrick Doherty	Patrick Doherty
Employer Representative Position	Accompanied by Worker Representative
DEPUTY WARDEN	CJ Conroy (Co-chair JH&SC)
Phone Number	Organization
(250) 953-4461	BCGEU
Signature	Officer of the Board / Signature Stultz, Gary

For Internal Use Only

**Delivery Method: Email**  
**patrick.doherty@gov.bc.ca**

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Inspection Text

This office met with Patrick Doherty, Deputy Warden, Dave Gordon, Assistant Deputy Warden, and CJ Conroy, Worker Rep and Co-Chair of the JH&S Committee.

The purpose of the meeting was to review documentation and discuss employers internal health and safety responsibilities.

Documentation reviewed and discussed included:

- site inspections
- first aid reports
- Joint Health & Safety Committee meetings
- Accident investigations

Recommendations made regarding the documentations reviewed.

Site inspections:

- when site inspection are performed the previous months inspection report should be available to ensure any hazards that were identified have been corrected.
- Inspections should be made far enough ahead of the meeting so that minor housekeeping item can be corrected in time and the committee can concern itself with more significant matters.

First aid reports:

- As first aid reports may be reviewed by board officers, employer reps and committee members sequence or a continuous numbering system should be used to save time and confusion.
- Any arrangements with the worker such as follow ups must also be documented.

Joint Health & Safety Committee responsibilities:

An accident/incident investigation should, as far as possible, determine the cause or causes of the incident or accident, identify any unsafe conditions, acts or procedures which contributed in any manner to the incident and develop recommended corrective action to prevent or reduce similar incidents.

- When reviewing inspection reports, and first aid/incident reports, statistics, committee members should try to read beyond report statistics. Committee member need to look at the big picture as they may identify trends or other areas requiring further investigation.

- Meeting reports should be brief and factual. They provide a permanent

Employer Representative	Officer of the Board
Patrick Doherty	Stultz, Gary



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record of proceedings, a historical record and inform the employer and worker of decisions and actions that have been recommended.

- Throughout all meeting reports, assign a different number to each item. Numbering should be continuous from meeting to meeting. It saves time and confusion and assists in maintaining control. The meeting reports should indicate action required, who is responsible and deadlines. The meeting report should be reviewed by the co-chairs and the members to ensure they are correct before being posted on the safety board.

- Workers should be instructed that complaints concerning health and safety should be directed to their supervisor. If the situation is not handled to their satisfaction a committee member should be contacted. The worker can then work with the supervisor and the committee if necessary to resolve the complaint.

Worker representative should report back to employees who have made complaints or suggestions and keep in touch until the matter has been resolved.

- Program reviews should be performed annually. The purpose of the review is to identify the extent and effectiveness of the existing safety activities as well as any deficiencies.

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Order No.	1	Decision	N	WCB Reference	OHS3.5
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Documented regular worksite inspections have not been performed. At the time of the review only one inspection had been completed for 2009. The employer has failed to ensure that regular inspections are made of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, at intervals that would prevent the development of unsafe working conditions.

This is in contravention of the Occupational Health and Safety Regulation Section 3.5.

Every employer must ensure that regular inspections are made of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, at intervals that will prevent the development of unsafe working conditions.

In addition to ensuring regular inspection are being performed and documented this employer is directed to submit to this officer copies of the following three work site inspection when completed:

- May, 2009
- June 2009
- July 2009.

Copies can be sent to the attention of:

Gary Stultz  
 4514 Chatterton Way  
 Victoria BC  
 V8X 5H2  
 fax number 250 881 3482  
 Phone number 250 881 7916  
 e-mail gary.stultz@worksafebc.com

Employer's Compliance Action	Date		Decision		Initials	
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