



# Standard Operating Procedures

## Safety Tour Checklist

SOP0011 V2

August 2020

# Standard Operating Procedure

## *Safety Tour Checklist*

### Background

Most jurisdictions require that a safety tour be conducted in the workplace at some frequency. The purpose of the safety tour is to get a team of employees to go out in their workplace and observe mainly the conditions in that work area. The SSI Consulting Safety Tour Checklist also includes aspects of knowledge of safety systems and procedures. This checklist is also made to be modified for specific areas within a workplace. This becomes a record of that safety tour for use by Occupational Health and Safety Committees.

### Safety Tour Checklist

The Safety Tour Checklist has been developed to assist groups within the workplace in conducting detailed but concise workplace safety tours. The checklist has a section to allow any specific area within a workplace to add items or knowledge aspects that are unique to that area.

The purpose of this tool is to have a standard format for a workplace to use to ensure some consistency in both the items to be checked as well as in the reporting format to allow for easy follow up of any actions that need to be taken.

The Checklist is made up of 4 main sections; Identification of the area and the team doing the checklist, general condition-based observation points that are similar across the whole workplace, general knowledge and compliance-based questions to ask employees in the area where the safety tour is being conducted, and a section to allow for area specific items to be recorded and checked.

The identification section should be filled out before the safety tour is started. There should be a good cross section of employees together who conduct the safety tour including at least one person with sufficient authority to get items rectified

The Work Area section contains general conditions that will be observed and are normally standard across a whole facility not just one work area. This section is to review the conditions found and determine if they are satisfactory or if actions need to be taken. If action is required, the team should try to determine what the proper action is and who will do it by when. All of that should be recorded on the sheet.

The Knowledge and Compliance section is the area where the team will ask employees working in the area if they are aware of the specific elements. They do not all need to be asked of each employee. The idea is to get an impression of the workforce's knowledge of these items. It is also used to determine if people are following the standards of the workplace such as wearing the appropriate PPE at all times. Again, items that require actions or follow-up need to be recorded.

The last section is Shop Tour. This section is set up to allow different areas of the facility to customize items that maybe unique to that specified area and stills need to be checked on a safety tour. Example the paint shop may want to specifically check on ventilation flow rates each tour.

#### **Best Practices:**

1. Set up a yearly calendar of the dates and times of the Safety Tours to ensure that the time is set aside to get these important tours completed.
2. Post the completed Safety Tour Checklist Sheet in an area where all employees of that area can see it and review the findings.

### **Standard Operating Procedure**

1. Assemble the team that will conduct the Safety Tour and record the information required in the top section.

2. Review the results of the last Safety Tour to understand what was found and if the discrepancies have been corrected.
3. Proceed to the area where the Safety Tour will be conducted. The whole team should first stand off to one side and just observe what is happening around them and in the shop in general. This is important to see if people stop certain activities or adjust PPE when they see that the team is about to start a Safety Tour.
4. Walk through the area looking not just for the items noted in sections one and three but also for other things that may pose a risk to employees.
5. When a discrepancy is found, it needs to be noted in the box and the team needs to discuss what the appropriate actions need to be. The action discussion may take place after the actual tour but it needs to be done and recorded.
6. Some of the team should randomly speak to some employees about the items listed in section two. The objective is to determine if employees know what they should be doing or what PPE is required. Again the team needs to determine the actions for each of the deficiencies found.
7. The checklist should then be passed on to either the manager responsible for the area for review and action, or the facility safety department depending on the facility rules.

## Outcomes

Well documented and formatted Safety Tours ensure that all critical aspects of the area are covered in the tour, and also allow for the follow up of actions. This practice is also a clear signal to all employees that Safety is important, and that the organization will take the time to look for and correct discrepancies.

## Sample Safety Tour Checklist

Please see the following pages.

Download the Form at: <https://ssiconsulting.ca/free-tools/>

<i>Safety Tour Checklist</i>							
Team Name	Supervisor	Shop	Tour Date (mm/dd/yy)	<i>Sheet Status</i> (X Appropriate box)			
<i>Shift 1</i>	<i>Paula Bunion</i>	<i>Assembly</i>	<i>01/04/2020</i>	<i>Incomplete</i>	<input checked="" type="checkbox"/>	<i>Completed</i>	
<i>Tour Participants</i>							
Name	Shop	Name	Shop	Name	Shop		
<i>Bob Loblaw</i>	<i>Assembly</i>	<i>Wally Walnut</i>	<i>Fab</i>				
<i>Kelly Tyre</i>	<i>Parts</i>						
<i>Linda Lynne</i>	<i>HR</i>						

## Section One

<i>Work Area</i> (Mark S if Satisfactory) or X for discrepancies)											
Description	S	X	Description	S	X	Description	S	X	Description	S	X
First Aid Boxes	S		Emergency Lighting	S		Hallways		X	Housekeeping		X
WHMIS Labels	S		Exit Markings		X	Stairs	S		Condition of Equip.		X
Hose reels		X	Emergency Exit Safety	S		Fire Extinguishers	S		Condition of Tools	S	
Tripping Hazards		X	Electrical Cords		X				Machine Guarding	S	

Section One Comments: (Record any discrepancies)	Date	Responsible
• <i>Some Auto rewind Hose reels have broken springs and are not rewinding the hoses, so they are laying on the floor. Potential trip hazard. They need to be replaced.</i>	<i>1/4/2020</i>	<i>Bob</i>
• <i>Electrical cords are also being thrown on the floor. They need to be stored correctly. Bob to discuss with team.</i>	<i>1/4/2020</i>	<i>Bob</i>
• <i>Exit sign at back of shop has burned out light bulb. Bob to call Maint.</i>	<i>1/4/2020</i>	<i>Bob</i>
• <i>Hallways being used for storage. Paula to talk with other team leaders.</i>	<i>1/4/2020</i>	<i>Paula</i>

## Section Two

Knowledge and Compliance <span style="float: right;"><i>(Mark S if Satisfactory) or X for discrepancies)</i></span>											
Description	S	X	Description	S	X	Description	S	X	Description	S	X
Lockout Conditions	S		Plant Safety Rep	S		Evacuation Procedure	S		Stop Sign Compliance	S	
Pull Boxes location	S		Emergency phone #	S		Marshalling area	S		Fork lift license	S	
Fire Exting. location	S		Emer. phone location	S		Eye & Face Prot.		X	Hearing Protection	S	
			PPE compliance		X						

Section Two Comments: <i>(Record any discrepancies)</i>	Date	Responsible
<i>Some employees are using the drill press without proper eye protection.</i>	1/4/2020	Bob
<i>Bob will talk with the individuals not following procedures and warn them. Corrective action to be taken as required.</i>		

## Section Three

Shop Tour <i>(Specific to Own Work Area)</i> <span style="float: right;"><i>(Mark S if Satisfactory) or X for discrepancies)</i></span>											
Description	S	X	Description	S	X	Description	S	X	Description	S	X

Section Three Comments: <i>(Record any discrepancies)</i>	Date	Responsible