WorkSafeBC Inspections 101

For Veterinary Clinics

Prevention Field Services Mandate

Our team of prevention officers engage employers and workers to reduce risk and keep workplaces healthy and safe through education, consultation, and enforcement.

What to expect when an officer conducts an inspection

- Officers need to see the current state of the workplace, and as such rarely make appointments. They understand that their inspections can put pressure on staff and take away time, and are trained to complete inspections as quickly as possible. Inspections are usually under 2 hours in length.
- An officer will normally introduce themselves at the reception desk and request to speak with an employer representative (person "in charge") and a worker representative.
- An inspection often starts with a short meeting where the officer will ask general questions about the workplace and the current state of the employer's health and safety systems in place that includes:
    - Health and Safety Programs
    - Occupational First Aid
    - Workplace Inspections
    - Workplace Hazards
    - Incident investigations
    - New and Young Worker Orientation and Training
    - Joint Health and Safety Committees or Worker Health and Safety Representatives
    - Bullying and Harassment Policies, Procedures, and Training
- Following the initial meeting, an officer will generally conduct a site inspection to observe the work activity conducted, and speak with workers. During this walk-around inspection, officers will learn more about your operations, they may make suggestions for improvement, and they will ensure you are meeting the requirements of ("compliance") with the Occupational Health and Safety Regulation and *Workers Compensation Act*.
- At the end of the inspection, the officer will provide a "debrief" and explain any corrective actions they are requesting the employer to make.

- Following the inspection, the officer will issue an inspection report (by email or in person) within 7 days of the inspection date that details their findings and will include a summary of corrective actions (in the form of 'orders' – note these are NOT fines) with deadlines for compliance. **Note:** you will be required to post the inspection report at the workplace for transparency to workers.
- If you have any concerns regarding the requirements to comply with orders please reach out to the issuing officer for more information and guidance.

Reviews & appeals

If you receive an order or a penalty that you think is incorrect, an application for a "review" must be filed with WorkSafeBC within 45 days of the date of the order. Information to request a review is found at the bottom of all inspection reports or at Review Request - WorkSafeBC

A review request doesn't mean you can delay complying with the order that has been issued by the officer. The requirements in the order must be carried out as stated by the date specified by the officer until the review or appeal is successfully completed.

Resources available to employer

> WorkSafeBC

WorkSafeBC's website has many resources devoted to assisting employers establish and maintain a robust health and safety system: For Employers - WorkSafeBC

Get specific health and safety resources for your workplace here: H&S Resources - WorkSafeBC

> Employer's Advisors Officer

The Employers' Advisers Office (EAO) is a branch of the Ministry of Labour. Independent of WorkSafeBC, the EAO is a resource for employers in British Columbia, providing complimentary advice, assistance, representation educational seminars to employers, potential employers and employer associations concerning workers' compensation issues.

You can call the EAO's toll free duty line at 1-800-925-2233 and speak with an adviser.

Reporting a workplace injury

If a worker at your workplace sustains a serious injury, employers must contact WorkSafeBC immediately at 1.888.621.7233. For more information on what is a serious injury, please visit: Reporting serious injuries - WorkSafeBC

Employer investigations

In accordance with the requirements of the *Workers Compensation Act*, employers are required to complete and submit an Employer Incident Investigation Report (EIIR) within 30 days of the incident to WorkSafeBC. Refer to this link for more information: Conducting an employer investigation