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1.0 Purpose
The assurance element outlines the requirements for conducting workplace inspections as well as performing auditing and monitoring activities and completing management reviews of Memorial University’s Health and Safety Management System (HSMS).

2.0 Scope
This element applies to all faculty, staff, students and contractors.

3.0 Definitions
Audit – systematic, independent and documented process for obtaining “audit evidence” and evaluating it objectively to determine the extent to which audit criteria are fulfilled.

Management review – planned review to ensure the continuing suitability, adequacy and effectiveness of the HSMS.

Workplace inspection – a systematic review of a workplace and all applicable practices.

4.0 Roles and Responsibilities

4.1. Senior Executives, Deans and Directors
Including Unit Heads and Managers are responsible to:

• ensure this element is communicated to members of the university community, as required and that compliance is maintained;
• implement an inspection and auditing program as prescribed in this element;
• provide required information and assistance necessary to complete inspections of the workplace and audits of unit implementation of the HSMS;
• ensure all records are maintained as per the Document and Record Management element;
• ensure reports are reviewed and issues identified are corrected and controlled;
• participate in management review of the HSMS to ensure recommendations are implemented; and
• monitor the adequacy and effectiveness of this element and make recommendations for improvement to EHS.
4.2. **Supervisors**

- Ensure this element is implemented within areas of their control.
- Conduct planned and unplanned workplace inspections and ensure corrective action is taken to address hazards identified.
- Co-operate with any persons performing a workplace inspection/audit.
- Participate in Workplace Health and Safety committee inspections, when possible.
- Review and ensure all items identified on the Workplace Inspection Report are addressed in a timely manner by initiating the appropriate corrective action.
- Communicate results of the inspections/audits and the corrective actions taken with workers.
- Ensure workers are complying with unit written procedures.
- Provide input into and participate in the management review process.
- Ensure the adequacy and effectiveness of this element and make recommendations for improvement to EHS.

4.3. **Workplace Health and Safety (WHS) committee**

- Support and promote the implementation of this element.
- Develop a schedule to ensure workplaces are inspected at least annually.
- Communicate inspection plan to workplace occupants.
- Complete inspections using the approved inspection documentation process.
- Input non-compliances into Memorial’s Incident Management System (MIMS).
- Forward completed inspection reports to management for review and response as necessary.
- Monitor the adequacy and effectiveness of this element and make recommendations for improvements to EHS.

4.4. **Member of the University Community**

- Be familiar with and comply with this element.
- Cooperate with any person performing a workplace inspection.
- Ensure hazards observed are communicated to immediate supervisor or by utilizing MIMS.
- Complete pre-use inspections, as required and ensure unit written procedures specific to the task being completed are complied with.
4.5. Environmental Health and Safety

- Provide guidance to university community on requirements for conducting workplace inspections, performing audits and monitoring activities within units and management review process, as required.
- Conduct Class A inspections as outlined in section 5.1.1 involving high hazard areas/activities.
- Develop audit schedule and conduct audit of the HSMS as prescribed in section 5.2 and implement changes as required.
- Audit unit implementation of the HSMS.
- Ensure the HSMS management review is planned and documented and the necessary review information is collected, analyzed and presented.
- Track and administer management review decisions.
- Ensure this element is reviewed every three years and updated as required.

5.0 Procedure

5.1. Inspections

Periodic inspection of work areas are required to: identify the presence of hazards or non-compliant practices requiring control measures or other remedies and to provide an opportunity to correct any problem(s) so an injury, illness and/or loss does not occur.

5.1.1 Inspection Frequency

Memorial has adopted a three-tier inspection framework:

<table>
<thead>
<tr>
<th>Inspection Type</th>
<th>Group Responsible</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A</td>
<td>EHS unit and university subject matter experts</td>
<td>Scheduled based on risk assessment</td>
</tr>
<tr>
<td>Class B</td>
<td>Senior Executives / Deans / Directors / Unit Heads / Managers / Supervisors</td>
<td>Monthly or more frequently as required</td>
</tr>
<tr>
<td>Class C</td>
<td>WHS committee</td>
<td>Annually</td>
</tr>
</tbody>
</table>
5.2. Monitoring and Auditing

EHS holds the central monitoring and auditing function for the HSMS to confirm its adequacy, implementation and effectiveness. This assessment may be performed internally or externally at the discretion of EHS and at a minimum shall include:

<table>
<thead>
<tr>
<th>HSMS Component</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety Policy</td>
<td>Annually</td>
</tr>
<tr>
<td>HSMS Manual and Elements</td>
<td>Every 3 years</td>
</tr>
<tr>
<td>Administration of WHS committees</td>
<td>Annually</td>
</tr>
<tr>
<td>Unit HSMS Compliance Audit</td>
<td>Every 3 years</td>
</tr>
</tbody>
</table>

Units are responsible for ensuring the HSMS is implemented within their individual groups.

The main objectives of the monitoring and auditing process are to:
- provide senior administrators and the Board of Regents with an overview of each area’s level of compliance with the required legislation and policies of the university;
- provide a formal opportunity for senior administrators and unit heads to identify areas of concern which directly impact their health and safety responsibilities; and
- identify opportunities for operational and process improvements that add value to the unit and contribute to improved health and safety management of a workplace.

5.3. Management Review

Senior Executives, Deans and Directors, with the assistance of EHS, shall review the university’s HSMS at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Records of these reviews shall be maintained as per the Document and Record Control element. Review shall include opportunities for improvement (OFI) and the need for changes to the HSMS including - H&S policy, HSMS Manual and supplementary elements.

Input to management reviews shall include:
- results of internal audits and evaluations of compliance with applicable legal requirements and internal procedures;
- results of participation and consultation;
- relevant communication(s) from external interested parties, including complaints;
- OHS performance of the organization;
- extent to which objectives have been met;
• status of incident investigations, corrective actions and preventive actions;
• follow-up actions from previous management reviews;
• changing circumstances, including developments in legal and other requirements related to OHS; and
• recommendations for improvement.

Relevant outputs from management review shall be made available for communication and consultation.