

Workplace Inspection Program – Supervisor Daily Safety Walkthrough

1.0 Objective & Intent

The objective of this Workplace Inspection Program – Supervisor Daily SOP is to establish a standardized, documented process for supervisors to identify, assess, and control workplace hazards on a daily basis. This proactive inspection is a critical component of the facility's overall health and safety management system, designed to prevent incidents, injuries, and occupational illnesses before they occur.

This SOP is directly aligned with WorkSafeBC Regulation Part 3 – Rights and Responsibilities, specifically Section 3.5 which mandates that employers conduct regular inspections to identify hazardous conditions. The intent is to move beyond reactive incident response and embed a culture of continuous hazard identification and correction, ensuring that every shift begins with a verified safe working environment.

The specific risk this SOP mitigates is the accumulation of unrecognized hazards—such as damaged electrical cords, blocked fire exits, chemical spills, or improperly stored materials—that can lead to serious injuries, fires, or regulatory penalties. By formalizing a daily walkthrough, the supervisor acts as the first line of defense, ensuring that the shop floor remains compliant and safe for all personnel.

2.0 Operational Scope

This procedure applies to all supervisors and lead hands responsible for overseeing production areas within the cabinet and millwork manufacturing facility. It covers all operational zones, including but not limited to: the main production floor (CNC routing, edge banding, panel saws, sanding stations), the finishing and spray booth area, the lumber and sheet goods storage yard, the tool crib and maintenance shop, and all pedestrian walkways and egress routes.

This inspection must be conducted at the beginning of each shift (day, afternoon, and night shifts) before production activities commence. It applies to all personnel present in the facility, including permanent employees, temporary workers, contractors, and visitors. The supervisor is responsible for completing the inspection regardless of whether they are the regular shift supervisor or a covering supervisor.

This SOP does not replace formal monthly or quarterly joint health and safety committee inspections, nor does it cover specialized equipment inspections (e.g., annual hoist or crane inspections). It is a daily operational check focused on immediate, observable hazards and general housekeeping conditions.

3.0 Hazard Identification & Mandatory PPE

- **Slip, Trip, and Fall Hazards:** Spilled liquids, sawdust accumulation on floors, loose cables or air hoses across walkways, uneven flooring, and unsecured mats.
- **Fire and Explosion Hazards:** Combustible dust accumulation on ledges and equipment, blocked fire extinguishers or emergency exits, improper storage of flammable liquids (e.g., solvents, finishes), and damaged electrical panels.
- **Machine Guarding and Lockout Hazards:** Missing or damaged machine guards, bypassed safety interlocks, unguarded pinch points on conveyors or saws, and absence of lockout/tagout devices on equipment under maintenance.
- **Chemical and Respiratory Hazards:** Open containers of adhesives or finishes, inadequate ventilation in the spray booth, missing or expired respirator cartridges, and unlabeled chemical containers.
- **Ergonomic and Manual Handling Hazards:** Improper lifting techniques observed, heavy loads stored above shoulder height, and lack of mechanical lifting aids for heavy panels.

- Electrical Hazards: Frayed power cords, overloaded power bars, missing outlet covers, and temporary wiring not rated for the environment.
- Mandatory PPE for the Supervisor During Inspection: CSA-approved steel-toed boots, safety glasses with side shields (or prescription safety glasses), hearing protection (earplugs or earmuffs) when entering areas above 85 dBA, high-visibility vest if working near forklift traffic, and cut-resistant gloves when handling sharp materials or debris.

4.0 Required Safety Equipment & Tools

- Digital or paper Daily Workplace Inspection Checklist (company-specific, covering all zones and hazard categories)
- Clipboard, pen, and a permanent marker for marking hazards or tagging equipment out of service
- Lockout/Tagout (LOTO) kit with personal padlock and hasp (for immediate isolation of unsafe equipment)
- Flashlight or headlamp for inspecting dark areas (e.g., behind machines, inside electrical panels)
- Sound level meter (if available) to verify noise levels in designated hearing protection zones
- Spill response kit (absorbent pads, gloves, and disposal bags) for small chemical spills discovered during inspection
- Camera or smartphone for photographing hazards for documentation and corrective action tracking
- Two-way radio or mobile phone for immediate communication with maintenance or safety coordinator if critical hazards are found

5.0 Step-by-Step Safety Procedure

1. Prepare for the inspection by reviewing the previous day's inspection report and any outstanding corrective actions. Ensure you have the current Daily Workplace Inspection Checklist, all required tools and PPE, and a charged communication device. Notify the production manager that you are beginning the inspection and that no production activities should start until the inspection is complete and any critical hazards are addressed.
2. Begin the walkthrough at the main entrance and emergency exits. Verify that all exit doors are unobstructed, open freely, and are not locked from the inside. Check that exit signs are illuminated and that fire extinguishers are in their designated locations, have current inspection tags, and are not blocked by materials or equipment. Document any deficiencies immediately.
3. Proceed to the lumber and sheet goods storage area. Inspect for proper stacking and racking integrity—ensure that materials are not leaning, that racks are not damaged, and that no items are stored in aisles or blocking sprinkler heads. Check for signs of pests or water damage that could compromise material stability. Verify that all forklift charging stations are clean and free of combustible debris.
4. Move through the main production floor systematically, following a consistent path (e.g., clockwise around the perimeter, then through each machine cell). For each machine, visually verify that all guards are in place and functional, that emergency stop buttons are accessible and unobstructed, and that no tools or materials are left on moving parts. If a machine appears unsafe, place a LOTO device on its main disconnect and tag it out of service immediately.
5. Inspect all pedestrian walkways and aisles for trip hazards: loose cables, compressed air hoses, pallets, or debris. Ensure that all floor markings (yellow lines for walkways, red for fire zones) are visible and not worn away. Check that all floor drains are clear and that no standing water or chemical puddles are present. If a spill is found, deploy the spill response kit and cordon off the area until it is fully cleaned.
6. Enter the finishing and spray booth area. Verify that the ventilation system is operating and that airflow indicators show negative pressure. Check that all flammable liquid containers are in approved safety cabinets with self-closing lids, and that no rags or waste are left in open containers. Inspect the spray booth filters for saturation and ensure that no combustible dust has accumulated on light fixtures or electrical panels.
7. Inspect all eyewash stations and emergency showers. Activate each unit briefly to confirm water flow and that the water is clear and at a tepid temperature. Verify that the units are not blocked by storage and that the dust covers are in place. Check the inspection tag to ensure the weekly activation has been performed. Document any units that require maintenance or flushing.
8. Review the chemical storage and waste disposal areas. Confirm that all containers are properly labeled with the product name and hazard pictograms, that secondary containment is in place for liquids, and that incompatible materials (e.g.,

oxidizers and flammables) are segregated. Check that the hazardous waste accumulation area has a weekly inspection log and that containers are closed and not leaking.

9. Complete the inspection by reviewing the checklist for any missed items and signing and dating the form. Immediately report any critical hazards (e.g., active fire hazard, blocked exit, unguarded machine) to the safety coordinator and plant manager. For non-critical items, assign corrective actions with clear responsibilities and deadlines. Enter all findings into the digital safety management system (SafeDesk) or paper log, and ensure the report is posted on the safety bulletin board before the shift begins.

10. Conduct a brief verbal safety huddle with the shift team before production starts. Communicate any new hazards found, remind workers of safe work practices, and confirm that all corrective actions from the previous day have been completed. Encourage workers to report any hazards they observe during the shift directly to you or through the near-miss reporting system.

Regulatory Disclaimer: This document is a generic safety template provided for educational and informational purposes only. It does not constitute professional engineering, legal, or regulatory compliance advice. The end-user assumes all liability for validating all safety protocols against specific machinery manufacturer manuals and local occupational health and safety regulations (e.g., WorkSafeBC, CSA standards) before deployment.