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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | |  |  |  |  | | --- | --- | | October | 2023 | |  | |  | | --- | | BEST Safety Training & Consulting Ph: 226.777.7385  Email: info@bestsafetytraining.ca | | Don’t Get Hurt at Work! Provide a framework to ensure that inspections are conducted in a manner that: is thorough, involves key employees, integrates an assessment process, allows engagement with all employees, and enables continuous improvement for the health and safety culture and the formal workplace inspection program. | | What is the Importance?  * Prevent injuries & fire * Increase productivity * Identify potential hazards * Be Compliant * Increase awareness | | Need Help? [Contact us today.](https://www.bestsafetytraining.ca/contact/) | |

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| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  | [Review our sample inspection checklist](file:///C:\Users\john\Desktop\Sample-Workplace-Inspection-Checklist.docx) | [Review Section 8(6) of the Act](https://www.ontario.ca/laws/statute/90o01) | [Get trained and earn your certificate](https://www.bistrainer.com/store/best-safety-training-store/productdetails/formal-workplace-inspections) | Familiarize yourself with common workplace hazards and risks. |  |  |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
|  | Determine the goals and objectives of your **checklist.** | Identify specific areas and processes you want to focus on. | Do you need [specific safety training](https://www.bestsafetytraining.ca/training/)? [Call us.](https://www.bestsafetytraining.ca/contact/) | Start drafting the inspection checklist. | Finish draft of your inspection checklist. |  |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|  | Share the initial draft with for feedback and suggestions. | Need help? [Contact BEST Safety Training.](https://www.bestsafetytraining.ca/contact/) | Finalize the formatting of the checklist for easy use and readability. | Test the checklist in a real-world setting. | Create training to educate employees on how to use the checklist. |  |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|  | Conduct training sessions for employees involved in the inspection process. | Establish a system for documenting inspection results and maintaining records. | Make necessary revisions to the checklist based on the feedback received. | Make any final adjustments to the checklist. | Schedule and conduct regular inspections using the finalized checklist. |  |
| 29 | 30 | 31  **Happy Halloween** |  |  |  |  |
|  | Get Monthly tips: [Sign up for our Newsletter](https://www.bestsafetytraining.ca/). |  |  |  |  |  |