

# MHI Protocol for Workplace inspections during Covid-19

## MHI-Protocol for Workplace inspections

In an effort to ensure the safety of all staff and visitors at MHI offices, the ministry is implementing a protocol to regularly inspect the workplace to ensure all RTWP plans are being followed and ensure all nonconformance issues are addressed.

This protocol must be followed during the covid-19 pandemic:

1. During activation of Phase 1 and 2 of the RTWP plan, we recommend 2 random audits completed every week per floor;
2. During Phase 3 of the RTWP plan, we recommend audits one audit per floor;
  - a. This will continue throughout the remainder of the Covid-19 restrictions;
3. Audits must be completed by only 1 OHS committee member, (**note only one auditor is used to maintain Social Distancing**);
4. If nonconformance issues are found they must be immediately address and identified to the administration manager or RTWP committee chair for the building/office.

Audits must be forwarded as follows:

1. A copy of the audit is reviewed with the administration manager (Use Teams to discuss);
  - a. A copy of the Audit is forwarded to the executive director responsible for the building;
  - b. copy is provided to **the OHS committee**;
2. Audit Report is completed by the auditor;
  - a. the summary of the audit will be provided to the following;
    - i. OHS committee;
    - ii. RTWP committee chair responsible for the building;
  - b. The team lead of the RTWP will communicate the summary of audit to the employees of their respective buildings;
  - c. During establishment of all phases, audit summary reports will be completed bi-weekly;
  - d. After establishment of all phases, audit summary reports will be completed monthly;
3. A copy of the auditor's summary is to be provided to MHI safety for review (mhisafety@gov.sk.ca);
4. Identified concerns will be relayed back to the building RTWP committee chair /OH&S committee and the building admin manager.

Note: COVID-19 RTWP Audit Checklist (PDF) writable can be found on the [MHI Safety Covid-19 Page](#)