

## Section – R Workplace Inspections

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**PURPOSE:** Safety inspections will help determine the degree of compliance with applicable legislation and site safety policies. The purpose of safety inspections is to prevent accidents through monitoring, follow-up and control/elimination of hazards. This desired goal will be achieved through the following means;

- identification of hazardous acts and conditions
- advising persons of non-compliance and requesting compliance
- conducting follow-up to ensure compliance has been achieved and the hazard(s) has been eliminated.

**PROCEDURE:**

- a) The **Project Manager, Site Superintendent** or **Consultant (where applicable)** will ask the Worker Safety Representative to accompany him/her on the inspection (using **Appendix 19**) when possible two times/month and at least once a month prior to JHSC meeting.
- b) Upon completion of the inspection, an **Inspection Report Form** detailing the findings, actions taken will be completed and provided to the **Site Superintendent**,
- c) The **Site Superintendent** will then ensure that all unsafe practices and/or conditions are rectified through documented directive to the responsible parties. Work will not continue until the unsafe condition has been rectified!
- d) Repeated and/or serious violations, will be cause for the Project Supervisor to ensure rectification through "Corrective Actions" (possible disciplinary actions, back-charges, etc. ).

**DISTRIBUTION :** All inspection reports will be distributed as follows;

- copy to the **Site Superintendent**,
- **Site Superintendent** to copy contractors noted on the report, as required
- upon completion of follow-up the **Site Superintendent** will copy the;
  - Project Manager
  - JHSC (when required)
  - site safety files

**RECORDS :** During the project, Safety Inspection reports must remain in the site safety files for review by authorized personnel, Joint Health and Safety committee members and/or authorities having jurisdiction. The inspection report forms and any subsequent follow-up must be maintained on file for the duration of the project and subsequently forwarded to head office

These reports will be retained on file indefinitely.