

## Inspections Tables of Content

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## 9. Inspection Policy

We are committed to the goal of achieving zero accidents. Conducting effective and thorough inspections provides an opportunity to identify hazards before they become accidents. Therefore, we will implement and maintain a robust inspection program to identify and eliminate hazards. This requires commitment from senior managers, managers, supervisory personnel, and workers. General Manager and Division Superintendents are responsible for the inspection programs in their areas. All personnel must participate fully in this important accident prevention activity.

*The safety information in this Policy does not take precedence over Occupational Health & Safety Regulations. All employees should be familiar with the OH&S Act, Regulation, and Code.*

### 9.1. Safety Inspections

#### Purpose

Safety inspections of company activities and company owned worksites should be performed periodically to identify unsafe acts and conditions that could potentially cause or create injuries or property damage.

The inspections are a gauge by which the management can determine how effective they are in promoting safety in the workplace. The inspection process is designed to acknowledge & monitor worksite conditions and work procedures. Inspections ensure that equipment/vehicle maintenance, company safety standards, and regulatory requirements are being followed. All inspection findings and corrective measures should be documented and shared with employees and others on the worksite.

#### Responsibilities

The Senior Manager is responsible for the overall operation of the program. The document “*Management Safety Site Inspection*” has been developed specifically to be used for these inspections. A (white) copy of the inspection report will be given to the Safety Manager, and the results and corrective actions reviewed. It will be the responsibility of the site/crew supervisor and Division Superintendent to ensure all corrective actions are implemented without delay.

Superintendents are responsible for directing formal inspections on job-sites that they control and for involving workers in such inspections.

Foreman are responsible for conducting ongoing informal inspections of areas where their crews are working.

Joint worksite Health & Safety Committee must inspect the work site on a quarterly basis prior to the JWHSC meeting while work is being performed.

Workers are responsible for participating in and contributing to the inspection program.

## Inspection Process

Safety inspections are the principle means of locating potential accident causes. They help to determine those safeguards necessary to protect against hazards before accidents and personal injuries occur. Inspections should not be limited to a search for unsafe physical conditions and practices; they should also examine the worksite in order to improve standard of occupational health and safety.

Inspections help to achieve the following:

- a) Sell the safety program to employees by demonstrating and advertising management's interest in safety.
- b) Ensure standards and regulations are being following in accordance with the OH&S Act, Code and Regulations.

Inspections are a form of the hazard control system. The inspection process consists of:

- Frequent inspections utilizing checklists
- Recording, classifying the hazardous condition or practice
- Communication to personnel concerned with loss potential
- Develop an effective action plan for the deficiency and implement
- Follow up to ensure that the action plan is achieving the projected results, if not why? (start process over)

## Types of Inspections

Canadian Road Builders Inc. will conduct scheduled and unscheduled types of inspections on the following:

- Vehicle
- Equipment
- Work sites – Shops/Work Areas (mobile or fixed)
- Planned Job Observations
- Safety Audits
- Office Area

## Operator's Daily Inspections

Pre-use inspections will be conducted by all personnel prior to operating machinery, equipment, or power tools. Hand tools will also be inspected prior to use. Any defective equipment, tools, etc. will be removed from service using the lock out tag out procedure until such time as they can be repaired. The person using the tools or equipment is responsible for its safe operating condition.

All inspections of power tools, equipment and machinery contribute to the on-going Maintenance Program. Pre-use inspections will help ensure tools and equipment are maintained in accordance with applicable standards. These standards include the manufacturer's specifications, standards organizations (CSA, ANSI, etc.) and regulatory requirements.

Mobile equipment operators (loader, Sweepers, Milling machines, etc.) are required to maintain a record of pre-use inspections. It is important that inspection reports detail what was inspected, and the conditions found, e.g., crack windows or defective operating controls, etc. Inspection records must be kept with the

equipment and be readily available should an inspector ask to review the reports. Defects identified during inspections must be repaired in a timely manner. Unsafe equipment will not be operated until they are repaired.

### **Driver's Daily Inspections**

Pre-use inspections will be conducted by all personnel prior to driving company vehicles. The driver is responsible for the safe operating condition of the vehicle. Drivers are required to maintain a record of pre-use inspections. It is important that inspection reports detail what was inspected, and the conditions found, e.g., crack windows or defective operating controls, etc. Inspection records must be kept with the vehicle and be readily available should anyone ask to review the reports. Defects identified during inspections must be repaired in a timely manner. Unsafe vehicles will not be operated and tag out of service until they are repaired.

### **Informal On-going Inspections**

All personnel must be constantly aware of the need to correct hazards that may be present. Everyone on our worksites will identify and correct hazards as part of their regular daily activities. Any hazard that is not immediately corrected must be reported to the supervisor with an explanation. It is a recommended practice for supervisors to record reported hazards and the corrective actions taken. This is a good due diligence practice that can be accomplished by a short entry in the supervisor's daily logbook/journal.

Informal on-going inspections have significant limitations - they commonly identify only the obvious problems and they do not take a systematic approach. As a result, informal daily inspections cannot completely replace regular planned inspections.

### **Regular Planned Inspections**

Regular planned inspections involve a systematic tour of work areas to identify all hazards, and sub-standard conditions and practices. Hazards that are identified must generate corrective actions to control or eliminate the hazards. At our construction sites the Site/Crew Supervisor will conduct a planned inspection of their site/crew a minimum of once every two weeks. At our shops and offices where hazards develop less frequently than our construction sites, a monthly inspection using a checklist is required. Where practicable a worker representative working on the site will participate in the inspection.

### **Inspection Guidelines**

The following general guidelines are provided to assist personnel when conducting planned inspections:

- **Pre-Inspection**
  1. Review previous inspection reports for the area to be inspected, if applicable.
  2. Develop or use a checklist of commonly reported hazards.
  3. Identify specific equipment, machinery, jobs, etc. associated with incident trends or severe loss potential.
- **During Inspection**
  1. Take copies of previous inspection reports along and note whether the hazards listed were corrected as required.
  2. Look for the off-the-floor and out-of-the-way items. Look for things that you think would be missed in the on-going informal inspection process.
  3. Systematically cover the whole work area and storage locations. Pay particular attention to specific equipment, machinery, jobs, etc. that have been associated with incident trends or severe loss potential.

4. Correct hazards as they are found whenever possible. If this not possible start the corrective action process, guard the hazard if possible and notify whoever is necessary to address the hazard. Defective tools, equipment and machinery must be removed from service and tagged/lockout out, until the defect has been corrected. All unsafe conditions and defective items must be recorded describing the items and their locations clearly.
5. Classify items according to their potential for injury or damage. This will lead to a systematic approach toward corrective action and follow-up.
6. Look for **root causes** of sub-standard conditions, practices and procedures - not just the symptoms.

▪ **Post-Inspection**

1. Complete an Inspection Report.
2. Copy all items from previous reports that have not been remedied, noting initial detection date.
3. Ensure all sections of the Inspection Report are completed and writing is legible.
4. Share the results of the inspection with the Division Superintendent and Safety Department.
5. Forward the Inspection Report to the Safety Advisor for review. Keep a copy of the report at the site for future reference as well being able to produce it for a compliance inspection officer.
6. Review the report details and actions taken with the crew.

What to Inspect

Employees will perform the inspections along with contractors/workers. Worksite inspections should assess the:

- Physical layout and conditions of the site including location, terrain, season and weather
- Hazards of materials handled
- Condition of equipment and tools used
- Work procedures/practices and behaviour of all people at the site (employees, contractors, visitors and clients)
- Level and quality of supervision given to workers

Work Practices to Inspect

All workers should be observed and questioned, where applicable, to ensure that they:

- Know and follow standard work procedures/practices
- Properly use tools and equipment
- Correctly use personal protective gear and other safety equipment
- Are adequately trained to perform their work properly
- Know emergency response procedures
- Properly supervise and direct workers under their supervision

Physical Hazards to Inspect

The presence of or potential for a physical hazard to happen consists of some of the following:

- Slipping & tripping hazards
- Presence of dangerous gases
- Faulty or missing emergency equipment
- Improper or missing signs

- Faulty machinery, cables, tie downs, etc.
- Missing guards
- Poor housekeeping
- Inadequate or missing personal protective equipment
- Blocked exits (shops, office)
- Overhead hazards
- Electrical hazards
- Difficult terrain for vehicular or personal movement
- Flammable, corrosive or explosive materials
- Missing material safety data sheets

### **Frequency of the Inspections**

Two inspections, per month, are to be completed. These will consist of any two company work sites. All completed vehicle and equipment inspection reports will be kept on file as part of the preventative maintenance program.

The inspection report is designed for company use and is not intended to replace accepted reports or inspection forms developed for specific situations or designed to comply with specific Alberta regulations.

## **9.2 Safety Audits**

Safety audits are performed periodically to determine the effectiveness of the general safety program. Canadian Road Builders Inc. will perform a company safety audit annually. The topics that will be evaluated and included in the safety audit are:

- Job safety performance
- Incident reports
- Incident investigation reports
- WCB accident reports and compensation information
- Effectiveness of corporate safety program
- Safety attitude/behaviour of our Sub-Contractors
- Acceptability of corporate safety program with respect to primary contractors
- Hazard Identification and Risk Control

## **9.3 Inspection forms**

General Inspection forms are located online using our safety Program: Field Relay/Cority.

Vehicle and Equipment inspection booklets are located in each unit's metal information booklet or gloves box of vehicles. If new ones are required, please inform shop foreman to obtain a new one.

Senior Management forms can be obtained from safety. Shop and Office inspections forms are located end of chapter to be copied and used if required.

# Office Inspection Report

Job # and location: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_ pm

Inspector: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Weather \_\_\_\_\_

**1 Satisfactory**                      **2 Needs Attention**                      **3 Not Applicable**

Ranking		Comments
	Employee Behaviour (Fit for Duty)	
	Emergency Response (Poster Up to date)	
	First Aid Kits (Are stocked and kept clean, easily accessible)	
	Housekeeping (Exit/Stairs clear)	
	Fire Extinguishers ( Are easily accessible, clean, in the green and initialed)	
	Copy of Safety Manual (accessible in Shop or Foreman's Ipad)	
	Copy of OH&S (Accessible in Foreman's Truck)	
	Copy of SDS (Accessible on Foreman's Ipad)	
	Vehicles/equipment (Backed in to stalls, Ignition off placards on)	
	Electrical Room (Lock/smoke free)	
	Appliances/Equipment (in working order, No Leaks)	
	PPE (Worn in required Areas)	

Action Required:                       No                       Yes, if so...                      \_\_\_\_\_


Discussed with : \_\_\_\_\_

Inspected by: \_\_\_\_\_

# Shop Inspection Report

Shop Location: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Work: \_\_\_\_\_

Company: \_\_\_\_\_

Superintendent: \_\_\_\_\_

Foreman: \_\_\_\_\_

**LEGEND:**  
 1 - Satisfactory  
 2 - Needs Attention  
 3 - Not Applicable

<i>Safety Meetings</i>	<i>Hazard Assessment</i>	<i>Vegetation Control</i>	<i>Signing</i>	<i>Used Oil Storage</i>	<i>Fence and gate</i>	<i>Oxy-acet. Storage</i>	<i>Scrap metal storage</i>	<i>Garbage storage</i>	<i>Eye Wash Station</i>	<i>Equipment Safety</i>	<i>Worksite Parking</i>	<i>Lighting</i>	<i>Trucks</i>	<i>Tools</i>	<i>Emergency Lighting</i>	<i>Stock Piles / Compound</i>	<i>Housekeeping</i>	<i>Fire Extinguisher</i>	<i>Bathroom Facilities</i>	<i>First Aid Kits</i>	<i>Other</i>	

**SAFETY DEFICIENCIES:**

**Comments:**

Deficiencies discussed with: _____ Deficiencies to be Corrected by whom: _____ Date corrected by: _____	<b>INSPECTED BY:</b> _____	<b>REVIEWED BY:</b> _____
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