

9 Inspection Policy

Purpose

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

Policy

NexGen Mechanical will maintain a comprehensive program of safety inspections at all facilities and job sites.

Responsibilities

The manager is responsible for the overall operation of the program.

Supervisors are responsible for directing formal inspections on job sites that they control on a weekly basis and for involving workers in such inspections.

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

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

Inspections of NexGen Mechanical yard/shop and yard will be conducted on a monthly basis. Office Inspections of NexGen Mechanical will be conducted on a quarterly basis by the OHC committee

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For more information please reference Division 3 & 4 Section 3-16 & Section 3-27 of the Saskatchewan Employment Act and Part III Section 22(1)(b) of the Occupational Health and Safety Act and Regulations.

9. INSPECTIONS

**This information does not take precedence over The Saskatchewan Employment Act and related regulations, or any other governing legislation. All workers should be familiar with the legislation applying to them in their workplace.*

Definitions

inspection: an examination of a workplace, selected work area or particular hazards, machinery, tools, equipment and work practices and a comparison of what is found against applicable standards and best practices.

unsafe act: any departure from an accepted, normal, or correct procedure or practice which may cause an accident or injury.

unsafe condition: any hazardous arrangement which, if left uncorrected, may lead to an accident.

Inspection Policy

It is the policy of NexGen Mechanical Inc. to maintain a program of safety inspections. The objective of this program is to control hazards in the workplace. All company tools, equipment and facilities (including job sites) are included in the inspection program.

Workers, job leads and managers are responsible to conduct informal inspections on an ongoing basis in their areas of responsibility. Managers (or designates) are responsible to conduct a formal inspection at each project under their control on a monthly basis.

OHC members (or designates) are responsible to conduct regular inspections of company-owned facilities quarterly, or at such other reasonable intervals as determined by the OHC.

General Guidelines for Conducting an Inspection

**This information does not take precedence over The Saskatchewan Employment Act and related regulations, or any other governing legislation. All workers should be familiar with the legislation applying to them in their workplace.*

A safety inspection is an observational tour of the workplace to check for compliance with established safe work practices, procedures, regulations and safety rules. It is a **fact-finding mission rather than a fault-finding exercise**.

Ongoing (Informal) Inspections: The job lead must be constantly watching for unsafe acts and conditions. In fact, all workers should be conducting ongoing inspections. Often potential problems can be corrected simply by briefly instructing a worker. Keep the tone positive, and acknowledge positive results.

Planned (Formal) Inspections: Prepare for a formal inspection by:

- reviewing the first aid book, minutes of toolbox meetings, previous inspection reports - check to ensure recommended corrective action has been completed; where corrective action has NOT been completed, mark and highlight these items on the current inspection report
- notifying individuals in charge of areas to be inspected - ask them for relevant information such as equipment that is down, or other existing known hazards
- make sure you have the required PPE for each area you will be inspecting - if the required PPE is not available, note it on the inspection report and **do not enter that area**

What to Inspect: Four things should be inspected regularly: (1) people; (2) vehicles, tools and equipment; (3) chemicals and biological substances; and (4) the work environment.

1. People, including:

- orientation and training
- work practices, work rules and safety procedures
- supervision
- experience

2. Vehicles, Tools and Equipment, including:

- machines and mobile equipment
- production, machine-tools and related equipment
- engines, electric motors and other power supplying equipment

- electrical equipment, switches, circuits
 - hand tools and equipment, such as wrenches and power tools
 - personal protective equipment and clothing
 - first aid stations and emergency equipment such as eye wash stations
 - fire protection and emergency response devices, such as fire extinguishers and water supplies
 - walkways, ramps, docks, parking lots, roadways
 - elevators, hoists and lifts
 - storage sheds and areas
3. Chemical and Biological Substances, including:
- products controlled under the Workplace Hazardous Materials Information System (WHMIS)
 - biological substances
 - other materials of concern to workers
4. Work Environment, including:
- illumination and lighting
 - dust, fumes and vapours
 - work area design
 - hot and cold conditions
 - noise, vibration

Get in the habit of looking around any area before entering, whether it's a room, a stairwell, a piece of equipment. Don't ignore little things (shallow holes in the floor, etc.); under certain circumstances, they can become big problems

Principles to Observe During the Inspection:

1. Communicate with workers – ask them about their concerns.
2. Warn workers of immediate danger to life or health.
3. Shut down and lock/tag out any machinery that will remain hazardous until it is repaired. Do not operate equipment unless you are competent and authorized.

4. If you do not have enough knowledge of the situation to make an accurate safety judgment, consult with someone who does.
5. Look at things from every angle. Consider any unsafe conditions or acts, not only those listed on the inspection report form.
6. Clearly describe each hazard and its location in your notes
7. Try to make your observations without disrupting normal work activities.
8. Examine equipment both when it is stopped (static) and when it is running (dynamic).
9. Photograph hard-to-describe situations or problems.
10. Prioritize each identified deficiency and deal with each issue. Assign an individual to undertake the corrective action and specify a target date for completion. Record in report.

11. FOLLOW UP!

**See section 2 of this manual (Hazard Assessment)
for detailed information on identifying,
assessing and controlling hazards.**