



## **7 Inspections**

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## 7.1 Inspection policy

*It is ASSURANCE CONSTRUCTION policy that Managers, Supervisors, and workers are accountable for reporting unsafe conditions in the workplace as soon as practicable.*

*Workplace inspections are proactive approaches to safety and will be used to educate workers, evaluate work practices and procedures, and, if necessary, modify work practices and/or work procedures to increase safety.*

*Formal inspections will occur, at minimum, on a monthly basis and will be supplemented by informal inspections. Each Supervisor is responsible for completing these scheduled inspections.*

*The inspections will consider items relevant to safety such as premises, job site, buildings, temporary structures, excavations, tools, equipment, machinery, work practices, and work procedures.*

*The Supervisor or Manager involved in an inspection will be responsible and accountable for ensuring corrective action is taken to eliminate or control any unsafe conditions or behaviour discovered. All items found to require correction will be corrected to acceptable ASSURANCE CONSTRUCTION and provincial safety standards.*

*Managers, Supervisors, and workers involved in inspections will receive training in responsibilities, legal requirements, recognition of hazards, and the use of inspection forms and reports.*

*All completed inspection reports will be evaluated and monitored by the appropriate committee.*

## 7.2 Inspection Types

There are two types of inspections – formal and informal. Informal inspections are done on a daily basis and are completed whenever a supervisor/foreman walks through a job site.

Formal inspections will occur on a monthly basis on our job sites (large projects, tenant improvements, etc.), and office, shops, and yard locations. Each Foreman/Supervisor is responsible for completing these formal inspections.

Forms I-1 to I-5 can be used.

## 7.3 Preparing to Conduct an Inspection

To prepare to conduct an inspection, do the following:

1. Review the *Inspection report* that details the inspection done the previous month
2. Use a checklist of common hazards that you have developed using the experience of previous inspections
3. Obtain the proper form for the type of inspection that you will do



## Hazard classifications

Workplace hazards are rated according to a Severity/Probability rating system.

Severity ranged from Fatality or catastrophic property damage to First Aid only or minor property damage. Probability ranges from extremely remote possibility to High probability something will occur. Both ratings use a numbering system from 1-5 which can then be added together to give a danger score.

### SEVERITY RATING

- 1 FIRST AID ONLY/MINOR PROPERTY DAMAGE
- 2 MEDICAL AID/MINOR PROPERTY DAMAGE
- 3 LOST TIME INJURY/MAJOR PROPERTY DAMAGE
- 4 PERMANENT DISABILITY/MAJOR PROPERTY DAMAGE
- 5 FATAL/CATASTROPHIC PROPERTY DAMAGE

### PROBABILITY RATING

- 1 LOW PROBABILITY (EXTREMELY REMOTE)
- 2 LOW-MEDIUM PROBABILITY (REMOTE)
- 3 MEDIUM PROBABILITY (MIGHT OCCUR)
- 4 MEDIUM-HIGH PROBABILITY (LIKELY WILL OCCUR)
- 5 HIGH PROBABILITY (WILL OCCUR)

### TOTAL SCORES

- 8-10 Corrective action should be completed within 24 hours
- 4-7 Corrective action should be completed within 7 days
- 1-3 Corrective action should be completed within 1 month

## Hazard Types

- Gravity, Electricity, Mechanical, Biological, Chemical, Weather, Kinetic, Noise, Ergonomical, Psycho-sociological, Temperature, Pressure, Radiation.

## 7.4 Performing an Inspection

Inspection teams will tour the workplace, noting safety concerns related to the physical work areas, equipment, structures, hazardous materials, work practices, and work procedures.

When performing an inspection, do the following:

- Ensure that you have the proper form for the inspection (*Formal inspection summary form* or *Informal inspection form*)
- Examine the area to be inspected systematically
- As you move through the inspection, ask yourself questions, such as the following:
  - Is the workplace tidy?
  - Is personal protective equipment (PPE), such as hearing protection, safety glasses, and steel-toed boots, being used?



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- Is the workplace environment hazardous?
- Is the workplace environment unhealthy?
- Are the controlled products clearly marked?
- Are the Material Safety Data Sheets (MSDS) for the controlled products available?
- Are workers familiar with the instructions for their jobs?
- Are first aid provisions in place?
- Is a worker with the appropriate level of first aid training identified on the work site?
- Is lighting adequate at all work site areas?
- Ask workers questions about the job to make sure they have been properly instructed
- Note all instances of unsafe acts or unsafe conditions
- Demand that unsafe conditions be corrected immediately, if possible
- Take defective machinery or tools out of use
- Look for patterns of hazards, such as improper use of fall protection equipment
- Make sure all hazards are addressed in the *Inspection report*
- Look for dangers that are associated with forms of hazardous energy types in the previous section.

## 7.5 After an Inspection

The results of **DAILY** inspections must be recorded on the Field Level Hazard assessment & tool box meeting form (I-1). **MONTHLY** inspections are placed on the Worksite Safety Inspection form (I-2) that comes with a checklist (I-5). There are specialized checklists that can also be used for the mechanics shop and the office. (I-3 & I-4)

The Supervisor will review all items on the inspection form to ensure that the problems are corrected.

Results of the inspections must be communicated to all workers either by posting or discussion at toolbox meetings and must be communicated to the Project Health and Safety Officer.

Inspection forms must be forwarded to the Managers.

Inspection reports, recommendations, and corrective action responses (if any) must be reviewed by the Safety Officer. Any deficiencies not addressed must remain on the Safety Minutes under "Outstanding Items" until corrected.

A yearly summary and analysis of inspection reports results will be produced by the Safety Officer and forwarded to all Managers.



## ASSURANCE CONSTRUCTION Health & Safety Program

The Safety Officer will bring any ongoing or recurring safety or health problems to Senior Management for further action, if necessary.

Paul Wolff, Senior Administrator \_\_\_\_\_

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