# Inspection Policy

## Overview

Section 3.5 (General Requirement) of the Occupational Health and Safety Regulation:

Every employer must ensure that regular inspections are made of all workplaces, including buildings, structures, grounds, excavations, tools, equipment, machinery and work methods and practices, at intervals that will prevent the development of unsafe working conditions.

## Policy Statement

The inspection process at the worksite is not to be limited to formalized inspections conducted by the supervisor. The expectation is that other active inspection processes will be in place.

*Informal inspections* will be conducted by supervisors and workers on an ongoing basis in their areas of responsibilities.

*Formal safety inspections* will be conducted daily and documented by the supervisor or designate on the job site. **(Company Name)** Inspection Program includes three types of inspections that are structured as follows.

## 1. Informal Workplace Inspections

All employees are expected to maintain continual awareness of hazards in their work areas. This is accomplished by supervisors conducting regular walk-throughs of their areas of authority and by workers checking their work areas prior to commencing work. No formal inspection report is required; however, any detected hazards must be reported immediately to a supervisor or manager and controlled if the control is within the employee’s capabilities.

## 2. Safety Member Inspections (Formal Inspections)

These are workplace inspections that are conducted at least monthly by safety members and supervisors. An Inspection Report is completed, documented and filed, and copies are sent to senior management for review. The area supervisor must ensure that corrective action is taken to eliminate or control the hazard.

## 3. Special Inspections

Special inspections take place immediately after a malfunction or incident, or after the introduction of a new work procedure or machinery. The area supervisor and a worker representative conduct this type of inspection. An Inspection Report must be completed and distributed to senior management. In some cases, a contractor who specializes in specific equipment repairs will be required during the inspection process.

**(Company Name)** will also conduct a yearly (internal) Certificate of Recognition Audit and schedule an external audit (once every three years) to maintain the company’s COR status and help us measure our progress (as required).