
 <p>HEALTH, SAFETY & ENVIRONMENTAL PROGRAM</p>	Section 7.1: Workplace Inspections Procedure		
	APPROVED BY: Sarhan Abu-Kwiek	COR Elements: 9	
	APPROVAL DATE: 02/24/2023	DATE OF ORIGIN: 02/02/2023	REVISION # 1
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WORKPLACE INSPECTION PROCEDURE

PURPOSE

The purpose of this procedure is to provide the framework and expectations J-AAR has for workplace inspections. Inspections will be carried out in accordance with the *Occupational Health and Safety Act*, all applicable regulations including 1101, and in accordance with manufacturer's recommendations.

SCOPE

Regularly conducted workplace inspections help prevent workplace incidents by identifying hazards before incidents can occur. Regular inspections also help ensure compliance with the Act and Regs.

All J-AAR places of business as well as all PPE, equipment, tools, and vehicles must undergo regular inspections.

J-AAR Health and Safety reviews all failed inspections on at least a weekly basis to ensure compliance and to deal with any issues regarding follow up on an as needed basis. Follow up items are brought to management's attention at the weekly meeting and senior management is briefed as required.

PROCEDURE

Supervisor Weekly Inspection:

J-AAR supervisors will conduct a weekly jobsite inspection using the form titled, 'Supervisor Weekly Project Inspection' on HCSS. All forms must be completed in full and e-signed by the supervisor. Completed inspections are then reviewed by J-AAR health and safety for items requiring follow up.

Health and Safety Rep/JHSC Monthly Inspection

Project Safety Reps and JHSC members will conduct a Monthly jobsite inspection using the form titled, 'Monthly Project Safety Inspection' on HCSS. All forms must be completed in full and e-signed by the supervisor. Completed inspections are then reviewed by J-AAR health and safety for items requiring follow up.

Supervisor Weekly Inspection



J-AAR supervisors will conduct a weekly jobsite inspection using the form titled, 'Supervisor Weekly Project Inspection' on HCSS. All forms must be completed in full and e-signed by the supervisor. Completed inspections are then reviewed by J-AAR health and safety for items requiring follow up.

Monthly Inspection Asphalt Plant

J-AAR Health and Safety along will conduct a monthly inspection of the Asphalt plant using the form "Asphalt Plant Inspection" on HCSS safety.

JHSC/Worker Rep Office Inspection

Project Safety Reps and JHSC members will conduct a Monthly inspection using the form titled, 'Monthly Project Safety Inspection' on HCSS. All forms must be completed in full and e-signed by the supervisor. Completed inspections are then reviewed by J-AAR health and safety for items requiring follow up.

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Pedestrian Traffic Inspection

J-AAR's supervisor is to complete the pedestrian traffic inspection daily when pedestrian traffic is impeded by the work being completed

Daily Traffic Control Inspection

J-AAR's supervisor is to complete the daily traffic control inspection daily when Traffic control is implemented traffic

Safety Field Visit Report

J-AAR health and safety will perform field visit inspections periodically on all J-AAR jobsites.

RESPONSIBILITIES

Senior Management

- Review and approve this procedure as required
- Comply with all requirements of the Act and Regs
- Ensure your assigned projects are completing the required inspections appropriately
- Comply with all requires of the Act and Regs

Supervisors

- Ensure all workers under their supervision complete any required inspections as necessary
- Comply with all requirements under the act and regulations

Workers

- Complete any required inspections
- Report any unsafe conditions to your supervisor

Health and Safety Team

- Collect and store inspections
- Flag and follow up with items found in inspections as required
- Work with managers to ensure compliance with inspection

Health and Safety Committee/Rep



- Review policies and procedures as required

Subcontractors

- Review policies and procedures as required

Visitors

- Review policies and procedures as required

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REQUIREMENTS

Documentation

- Corporate Hazard Identification and Risk Assessment Matrix
- Site Specific Safety plan
- Occupational Health & Safety Act
- Construction Regulation 213/91
- Industrial Regulation 851/90
- Inspection forms as required

Training

- Complete review of company policies, procedures, OHSMS, and Violence and Harassment policies
- Construction legislation
- Equipment specific training
- Working at heights
- Health and Safety Rep
- JHSC Cert

ENFORCEMENT

Following this procedure is a condition of employment for all employees. This will be enforced strictly by management and supervision. Failure to follow this procedure, as set out, may lead to progressive discipline up to and including dismissal or removal from site as deemed appropriate by J-AAR Excavating.

DOCUMENT AND RECORD CONTROL

As part of J-AAR's document and record control policies, all forms must be completed in full and e-signed by the supervisor. Completed inspections are then reviewed by J-AAR health and safety for items requiring follow up.

All documents and records generated for this procedure will be stored indefinitely on HCSS' servers