
 <p><b>HEALTH, SAFETY &amp; ENVIRONMENTAL PROGRAM</b></p>	<b>Section 7.2: Equipment, Vehicle, and Tool Inspection Procedure</b>		
	APPROVED BY: Sarhan Abu-Kwiek	COR Elements: 9	
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## EQUIPMENT, VEHICLE, AND TOOL INSPECTION PROCEDURE

### PURPOSE

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

### SCOPE

Daily and pre-use inspections of vehicles, tools, and equipment helps keep everyone in the company and the public safe. It also keeps J-AAR in compliance with all Acts and Regulations.

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 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.

Any defective equipment must be tagged and removed from service immediately. HCSS inspections for equipment go straight to the AAROC Equipment repair facility as well as health and safety.

### PROCEDURE

#### **CVOR Vehicles:**

All drivers are to complete MTO approved pre-use inspections of all CVOR vehicles and any attached trailers.

#### **J-AAR Equipment:**

All operators must complete the respective equipment inspection form on HCSS before use every shift.

#### **First Aid Kits:**

All first aid Kits on site must be inspected at least monthly. Kits must be in compliance with Reg. 1101 for the number of workers on site.

#### **Fire Extinguishers**

All fire extinguishers must be inspected at least monthly by a competent worker



#### **WAH Equipment**

All WAH equipment must be inspected before each use. SRL's must be sent for revalidation according to manufacturer's recommendations

#### **Misc. Equipment**

Equipment such as plate tampers, pumps, mixers, etc. Is to be informally inspected before each use. All equipment must be formally inspected and documented as per manufacturer's instructions.

All small tools/equipment will be annually inspected by J-AAR's Yard Supervisor.

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### RESPONSIBILITIES

#### Senior Management

- Review and approve this procedure as required
- Comply with all requirements of the Act and Regs
- Ensure 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

### 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

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## EQUIPMENT, VEHICLE, AND TOOL INSPECTION PROCEDURE

- 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