



**HEALTH, SAFETY &  
ENVIRONMENTAL PROGRAM**

**Section: Field and Office H&S Inspections**

PREPARED BY: HEALTH AND SAFETY TEAM

DATE OF ORIGIN: 02/02/2023

REVISION # 1

# OF PAGES: 2

**FIELD AND OFFICE H&S INSPECTIONS PROCEDURE**

**PURPOSE**

CF will conduct documented workplace inspections for the purpose of identifying and correcting unsafe conditions and behaviour. The inspections will cover premises, job sites, buildings, temporary structures, excavations, tools, equipment, machinery, work methods, and practices. Inspection forms are to be used as a guideline. Specific sites may have unique situations and potential hazards that may not be covered by this list.

**SCOPE**

Planned inspections will occur weekly on construction projects and monthly at offices. Supervisors, Joint Health & Safety Committee/Health & Safety Representatives and site H&S Advisors will be involved in workplace inspections. All Health & Safety Inspection reports must be reviewed during Tool Safety Box Talks, Joint Health & Safety Committee Meetings, etc. All completed Health & Safety Inspection reports will be evaluated and monitored by project management and the Health and Safety Committees (if applicable) and filed with site safety documentation posted in the workplace.

<b>Evaluation</b>	<b>Type of Workplace</b>	<b>Frequency</b>
Inspections	Construction sites	Weekly (Supervisor)  Monthly (H&S Rep)
	Industrial	Monthly
	Offices	Monthly

**Follow-Up Actions to Health & Safety Inspections**

Where unsafe conditions, practices or procedures are noted:

- Take action immediately to rectify the condition if possible
- Place warning signs and barricades to keep workers away. Use verbal warnings if applicable
- Notify senior management to rectify conditions. Record conditions, actions taken, and the date on the inspection report form

When a worker is noted performing an unsafe act, advise as follows:

- Stop work
- Inform him/her of the unsafe situation
- Advise Supervisor
- Discuss the unsafe condition with Supervisor
- Advise on how to correct the unsafe condition
- Re-visit the area to ensure the safe act is being followed



**HEALTH, SAFETY &  
ENVIRONMENTAL PROGRAM**

## Section: Field and Office H&S Inspections

PREPARED BY: HEALTH AND SAFETY TEAM

DATE OF ORIGIN: 02/02/2023

REVISION # 1

# OF PAGES: 2

## FIELD AND OFFICE H&S INSPECTIONS PROCEDURE

### PROCEDURE

1. Review previous inspection records and note any commonly reported hazards.
2. Familiarize yourself with the type of workplace and unique hazards.
3. Use your eyes, ears and other senses to identify actual or potential problems as you go about your inspection. Record the hazards on the H&S Inspection form.
4. When unsafe conditions are noted requiring immediate attention, correct the situation immediately.
5. Look for basic causes of sub-standard conditions, practices and procedures.
6. Complete an inspection form(s).
7. Review findings with a Sr. member of site management
8. Follow-up with correction actions and sign-off when corrective actions are complete
9. Review items at Joint Health & Safety Committee meetings, Workers Trade Committee meetings, "Tool-Box" Safety Talks.