



**HEALTH, SAFETY &
ENVIRONMENTAL PROGRAM**

Section: Workplace Inspections

PREPARED BY: HEALTH AND SAFETY TEAM

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WORKPLACE INSPECTIONS

PURPOSE

Workplace inspections are vital to identify hazards and maintain safety standards. Inspection reports will be filed and all outstanding action items needing attention will be recorded, circulated and reviewed.

SCOPE

Methods of Inspection

1. Monthly Inspections – scheduled inspections conducted monthly by J.H.S.C. members in the shop and office building.
2. Daily Inspections – of all commercial trucks shall always be conducted and logged immediately prior to operation by the driver. This is to ensure that the truck is in safe operating order. Submit all copies of inspection sheets as required. This may include hard copies or digital copies. Ensure they are submitted at least weekly.

Remedial Action

It may be necessary to take remedial action if substandard or hazardous conditions are found. Work may be stopped until all members of the inspection team agree with the suggested course of action. The condition(s) will be recorded on the inspection report.

Reporting

The inspection reports shall be reviewed by Management/Supervisor.

Follow-Up

Follow-up reporting on deficiencies must be carried out by the Supervisors, and / or J.H.S.C. members. All work done will be filed. All workers affected by the repair or action will be notified.

REQUIREMENTS

Occupational Health and Safety Act

Section 9, (23-29)