



HEALTH, SAFETY &  
ENVIRONMENTAL MANUAL

## 10.4 Workplace Inspection Procedure

Revision Number: **R0**

Number of Pages: **2**

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10/01/2024

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SIGNATURE:

### WORKPLACE INSPECTIONS

#### PURPOSE

Workplace, tool and equipment 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. All inspections must be in accordance with any manufacturer's specifications.

#### PROCEDURE

##### Daily Equipment Inspections

All mobile equipment will be inspected. The inspection will be recorded and logged immediately prior to operation by the operator. This is to ensure that the piece of equipment or vehicle is in safe operating order.

##### CVOR Vehicles

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

##### Weekly Supervisor Inspections

The project site will be inspected by the supervisor at least once per week. The inspection will be recorded and logged.

##### Monthly Project Inspections

The project will be inspected at least monthly by the health and safety representative or by a member of the JHSC committee. The inspection will be recorded and logged.

##### Project Specific Inspections

Specific inspections may need to be completed on projects, which include:

- Trench inspections
- Traffic control inspections
- PPE inspections

##### 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. The inspection tag must be initialed.

##### WAH Equipment

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



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#### **PPE**

All PPE worn by workers will be inspected during a weekly safety talk at least once per month. Reusable respirators will be inspected before use each day.

#### **Misc. Equipment**

Plate tampers, pumps, mixers, small tools etc. will be inspected as per the manufacturer's instructions. These inspections will be conducted by J-AAR's Yard Supervisor.

#### **Remedial Action**

It may be necessary to take remedial action if substandard or hazardous conditions are found. The action items will be recorded.

#### **Reporting**

The inspection reports will be available to senior management, supervisors, project managers and the health and safety team.