
 <b>HEALTH, SAFETY &amp; ENVIRONMENTAL MANUAL</b>	<b>13.3 Workplace Inspections</b>			
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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.

### PROCEDURE

1. **Pit and Plant Monthly Inspections** – scheduled inspections conducted monthly in all aggregate extraction and crushing sites. The constant changes in equipment, conditions and physical layout of the sites must be examined on a regular basis to promote safety.
2. **Daily Inspections** – all mobile equipment and commercial vehicle inspections shall be conducted and logged immediately prior to operation by the operator or driver. This is to ensure that the piece of equipment or vehicle is in safe operating order. Submit all inspections.
3. **Pre-Operational Inspections** – inspections for processing equipment will be completed at the time of setup. Pull cords and emergency stop switches will be checked and logged on inspections. Constantly monitor equipment setup and record and report any issues.
4. **Spot Inspections** – unscheduled inspections by the supervisor or management to promote safety.

#### **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 circulated and reviewed by Supervisors and/or Management as needed.

#### **Follow-Up**

Follow-up reporting on deficiencies must be carried out by the Safety Team, Supervisors, and/or Management. All work done will be filed. All workers affected by the repair or action will be notified.

### REQUIREMENTS

#### **Legislation:**

- Occupational Health and Safety Act, Section 9, (23-29)