
 HEALTH, SAFETY & ENVIRONMENTAL MANUAL	14.5 Workplace Inspections			
	Revision Number: R0		Number of Pages: 1	
	Revision Date:	Approval Date: 10/01/2024	Effective Date: 10/01/2024	SIGNATURE: 

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 and reviewed.

SCOPE

Types of Inspections

1. Workplace inspections: scheduled inspections will be conducted monthly by J.H.S.C. members in the shop and office building.
2. Commercial truck inspections: will be completed daily 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.
3. Equipment inspections: will be completed daily and logged using the HCSS app.

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 the supervisor.

Follow-Up

Follow-up reporting on deficiencies must be carried out by 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)