

**POLICY:**

It is CPP's policy to maintain a program of safety inspections. The objective of this program is to control and mitigate hazards in the workplace and worksite. All CPP's facilities and worksites shall be included in the inspection program.

Worksite inspections are an integral part of this program in order to verify compliance at the field level. Informal inspections should be completed on an ongoing basis by all supervisors and crewmembers. Formal inspections must be completed in a systemic manner in order to achieve effectiveness. Each site will plan inspections and develop a system to ensure that follow up on deficiencies is carried out in a timely and complete manner.

There are two formalized (*planned*) inspections that must be carried out and documented;

**1. Planned Inspections:**

Management and Supervisors of the Company are to conduct regular planned inspections that affect People, Equipment, Materials, and Environment on a regular basis. The Company has a standard form that can be used, if a company or division wishes to use their own document, the following must at least be included:

- *Date of Inspection.*
- *Location and description.*
- *Hazard Classification.*
- *Action required by.*
- *Hazard previously noted (yes or no / complete or incomplete).*
- *Name of person conducting the inspection.*
- *Site inspected.*

**2. Site Visit Reviews:**

In accordance with the Site Inspection Policy contained within the policy section of the Health and Safety Manual, Managers, Supervisors, Health and Safety Personnel, and employees must conduct regular Site Inspections. The Company has a standard Site Inspection form that should be used for site inspections.

*\*Note: Inspections must be kept for a minimum of 5 years after the job/project has closed; and a copy of each inspection must be kept at the division office.*

## ***INSPECTION PLANNING;***

Every inspection must examine who, what, where, when and how. Pay particular attention to items most likely to develop unsafe or unhealthy conditions because of stress, wear, impact, vibration, heat, corrosion, chemical reaction or misuse.

Inspect the entire workplace area each time, include areas where no work is done regularly, such as parking lots, rest areas, office storage areas and locker rooms.

Look at all workplace elements - the environment, the equipment and the process.

The environment includes such hazards as noise, vibration, lighting, temperature, and ventilation.

Equipment includes materials, tools and apparatus for producing a product or a service.

The process involves how the worker interacts with the other elements in a series of tasks or operations.

## ***INSPECTION PRINCIPLES TO OBSERVE;***

The Canadian Centre for Occupational Health and Safety recommends when conducting inspections to follow the following ten (10) principles;

1. Warn employees of immediate danger to life or health. (See OH&S Act – Sec.35)
2. Shut down and lock-out/tag-out any machinery that will remain hazardous until it is serviced/repaired.
3. Do not operate equipment yourself unless qualified.
4. If you do not have enough knowledge of the situation to make an accurate safety judgment, consult with someone who does.
5. Look at situations from every possible angle.
6. Where appropriate, measure the levels of chemicals, noise, radiation, and/or biological agents in the atmosphere. (Always wearing the appropriate PPE.)
7. Clearly describe each hazard and its location in your notes.
8. Try to make observations without disrupting normal work activities.
9. Examine equipment, vehicles, and power tools both when they are stopped (static), and when they are running (dynamic).
10. Photograph (with site permission) hard to describe situations and/or problems.

## ***INSPECTION INFORMATION;***

Most all CPP's sites have the same standards to conducting inspections. The only varying factor is the inspected elements from the general or prime contractor. To complete an inspection report the following areas of information should be considered;

***Diagram of Area:*** Use drawings of plant layout, or floor plans to help you draw a diagram. Divide the workplace into areas based on the process. Visualize the activities in the workplace and identify the location of machinery, equipment and materials. Show the movement of material and workers, and the location of air ducts, aisles, stairways, alarms and fire exits.

Use several simple diagrams if the area is large. Concentrate on particular types of hazards in the area. If chemicals are the main concern, make sure the diagram emphasizes chemicals. Do the same for all other hazards, such as noise and lighting. Explain the contents of the diagram in a legend. Describe the steps of each operation. Obtain worker and supervisor comments on the diagram-they know the area better than anyone else.

***Equipment Inventory:*** Know what type of machinery or equipment is present. Review technical safety data sheets, or manufacturers' safety manuals. Read work area records to become familiar with the injury and illness potential of the equipment.

***Chemical Inventory:*** Determine which chemicals are used in the workplace and whether material safety data sheets are available. Find out whether actual and potential sources of chemical exposure are properly controlled. Make sure that all workers have received training in handling chemicals. Check that all chemicals are labelled with pertinent information (such as handling, storage, and waste disposal) according to Workplace Hazardous Materials Information System (WHMIS) requirements.

***Checklists:*** A checklist helps to clarify inspection responsibilities, controls inspection activities and provides a report of inspection activities. Checklists permit easy on-the-spot recording of findings and comments but be careful. Do not allow the inspection team to become so intent on noting the details listed that it misses other hazardous conditions. Use checklists only as a basic tool. Refer to the related documents for sample checklists that you can use as a guide to develop a checklist for your workplace.

***Past Reports:*** Inspection records are important. Past inspection records show what has been identified. They also show what an inspection team concentrated on and what areas it did not inspect. The inspection report can draw attention to possible hazards. However, do not simply repeat or copy previous inspections. Use the inspection report to determine whether previous recommendations were implemented.

***SITE INSPECTION CHECKLIST;***

Site/Area: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

<b>EMERGENCY and HAZARD INFORMATION</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Emergency procedures are posted and legible			
Monthly inspections posted and up-to-date			
Fire extinguisher present and accessible			
Fire extinguisher seal intact; date tested			
First Aid available and clearly marked			
First Aid record kept/kit re-stocked			
First-aid Attendant's qualification current			
Solvent recycling container clearly identified			
MSDS sheets available and current			
Comments:			

<b>HOUSEKEEPING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Bench tops and sink areas are tidy			
Tripping hazards are absent			
All exits and passageways are clear of obstruction			
Step-ladder available for out-of-reach items			
"No Eating/Drinking/Smoking" signs posted			
Burnt out light bulbs absent			
Floor free of slippery substances			
Comments:			

<b>LOCK-OUT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Lock-out procedures are posted and used			
Machines are locked out from their power sources before repairs are begun			
Effective means of verifying lock-out are provided			
Comments:			

**Site Inspection Checklist (cont.)**

<b>MACHINE SAFEGUARDS</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
All hazardous moving parts of the machine, including auxiliary parts have safeguards: gears, sprockets, pulleys, flywheels and chain drives			
Safeguards prevent workers' hands, arms and other body parts from making contact with dangerous moving parts			
Safeguards have not been tampered with, altered or removed			
Powered machinery/equipment has start and stop controls located within easy reach of the operator has controls and switches whose functions are clearly identified			
Physical hazards are marked in a manner that clearly identifies the hazard			
Comments:			

<b>PROTECTIVE EQUIPMENT</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Metal or wood chips, scrap, or turnings from machine tool work are contained			
Protective equipment required is appropriate for the job, used and in good condition Ear protection, goggles/glasses			
Operators are dressed safely no loose-fitting-clothing or jewelry			
Specialty PPE available if necessary (respiratory, fall protection, etc)			
Comments:			

<b>ELECTRICAL and AIR SUPPLIES</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
There are no loose or damaged cords or connections			
Machines are properly grounded			
Air hose in good condition with end fittings secured			
Comments:			

<b>LADDERS &amp; RIGGING</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
All ladders and rigging equipment (slings, shackles) are in good repair and have legible load ratings			
Have all ladders and rigging been inspected on regular intervals			
Comments:			

<b>Action Items</b>	<b>Assigned to</b>	<b>Due Date</b>

***SITE REVIEW FORM;***

Site Location: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ No. of Employees: \_\_\_\_\_

Site Review Conducted By: \_\_\_\_\_

***PERSONNEL:***

PPE	<input type="checkbox"/>	Training	<input type="checkbox"/>	Alertness	<input type="checkbox"/>
Behavior/Attitude	<input type="checkbox"/>	Communication	<input type="checkbox"/>	Union Ratios	<input type="checkbox"/>

***MATERIALS:***

MSDS available	<input type="checkbox"/>	Safe Handling	<input type="checkbox"/>	Proper labels	<input type="checkbox"/>
AED available	<input type="checkbox"/>	Disposal plans	<input type="checkbox"/>	Material storage	<input type="checkbox"/>
First-Aid Kit	<input type="checkbox"/>	Eye Wash available	<input type="checkbox"/>	Fire Extinguishers	<input type="checkbox"/>

***ENVIRONMENT:***

Working surface	<input type="checkbox"/>	Housekeeping	<input type="checkbox"/>	Weather conditions	<input type="checkbox"/>
Ventilation	<input type="checkbox"/>	Noise level	<input type="checkbox"/>	Lighting	<input type="checkbox"/>
Electrical hazards	<input type="checkbox"/>	Working area	<input type="checkbox"/>	Overhead hazards	<input type="checkbox"/>

***DOCUMENTATION:***

Toolbox Talks	<input type="checkbox"/>	Pre-Job meeting	<input type="checkbox"/>	Inspection checklist	<input type="checkbox"/>
FLHA	<input type="checkbox"/>	Company H&S manual	<input type="checkbox"/>	Incident reports	<input type="checkbox"/>
First-Aid personnel	<input type="checkbox"/>	Evacuation procedures	<input type="checkbox"/>	PPE signs	<input type="checkbox"/>

Concerns/Issues	Recommendations/Action Items	Due Date