



# ELEMENT 9

# INSPECTIONS



## 9.1 Inspection Policy

It is the policy of Acres that all employees, supervisors and managers shall be accountable for reporting unsafe conditions found in the workplace as soon as possible. Acres has implemented the HCSS Field application module for all inspections.

Workplace inspections are a proactive tool to evaluate site conditions and correct safety hazards. Planned formal inspections occur on a monthly basis by superintendents and weekly by foreman. Prior to the start of a new project, the worksite will be inspected by a supervisor twill be required to identify and eliminate any hazards that workers may be exposed to and developed a control plan that can be communicated to workers and project partners entering the site by use of the Project Risk Assessment on HSCC Forms. Regular monthly inspections performed by the onsite supervisor of a worksite are required throughout the duration of the project. Weekly inspections will be conducted by the onsite foreman to ensure site hazards have been addressed. Daily informal workplace observations are completed throughout the workday, these are referred to as behavioral observations. Feedback is provided to the workers to identify any positive displays of correct behavior's, including demonstration of safe work practices or following a job procedure correctly. Conversely, any behaviors that do not demonstrate a good example of safe production will be corrected immediately.

All inspections shall consider the work site conditions, including buildings, temporary structures, excavations, tools, equipment, machinery, work methods and practices. The supervisor or manager involved in the inspection is responsible and accountable for ensuring corrective action is taken to eliminate or control any other unsafe conditions or behavior. Any corrective actions will be completed immediately, where practical, or a more detailed hazard assessment may be required to determine the appropriate hazard control that should be implemented.

All completed formal inspections will be documented and signed off by the site supervisor (or delegate supervisor) and worker. All inspection reports are submitted to the safety department for filing and evaluation. The completed reports are to be reviewed by a member of the safety department, and a member of the management team.

Jason Paige, President

## 9.2 Planned Inspections

Acres is committed to a program that requires regular planned inspections of all work sites to proactively identify concerns or deficiencies that may affect the health and safety of our employees and project partners.

Planned inspections involve a systematic tour of an entire work site looking for all actual or potential hazards, demonstration of safe work practices and job procedures, safety concerns and substandard conditions. The inspections are to be completed on a set scheduled basis and the inspection team shall, at a minimum, consist of a supervisor (or delegate supervisor) and worker where required. Management are invited to attend all planned inspections if practical, however are required to conduct quarterly inspections with their teams. For the purposes inspections Acres has set forth the following schedule:

1. President & Vice President- Annual Inspection
2. Senior Management (Directors) - Quarterly
3. Project Management - Quarterly
4. Joint Occupational Health & Safety Committee - Quarterly
5. Site Management (Superintendents)- Monthly
6. Shop- Monthly
7. Office- Monthly
8. Field Foreman (Site Management)- Weekly Inspection

Acres monthly inspection schedule may be changed upon client request. In addition to planned inspections, Personal Protective equipment inspections are performed by all employees prior to the use of any equipment and documented on HCSS. Daily pre-trip equipment inspections, company vehicle inspections and fire extinguisher inspections are also performed and recorded on HCSS Safety. Refer to Element 6 Personal Protective Equipment and Element 7 Preventative Maintenance.

Special inspections may be requested by employee or project partner and may typically involve a specific location, piece of equipment or machinery and should be conducted by the most qualified person with a supervisor and a worker.

Planned inspections are to be conducted once per month or as site conditions change.

- All company facilities and job sites shall be included in this inspection program.
- Planned inspections shall be conducted by the superintendent and a worker at each work site once per month or as site conditions change. Weekly foreman inspections do not require worker participation.
- A member of management shall participate in planned inspections quarterly and review monthly inspections of the projects they are responsible for.
- Informal inspections shall be conducted by supervisors on an ongoing basis.

The supervisor shall review the inspection report with the employees on site to ensure all deficiencies and

safety hazards are communicated, understood and rectified. Monthly inspection reports shall be posted on the worksite.

Monthly office and shop inspections will be completed by a member of management, a safety representative and shop foreman or workers. JOHSC inspections shall be completed by a co-chair and member.

### 9.3 Inspection Documents

Acres has specific divisions that cover different areas of scope of work and therefore have developed specific inspection documents to focus on those work activities. For the purposes of inspections, the following inspection documents shall be used company wide.

1. HSE.014 Foreman Weekly Site Inspection
2. HSE.027 Office Inspection Report
3. HSE.031 Project Site Inspection
4. HSE.038 Shop Inspection

The JOHSC committee depended on the inspection focus, shall use any one of the inspection reports listed above. All inspections shall be completed on HCSS Inspections.

#### 9.3.1 Preparation for a Planned Inspection

In order to effectively complete a planned inspection, there are a number of sources of information that should be reviewed prior to completing the inspection. The inspection is designed to ensure that all existing and potential hazards are identified and corrected, to do that effectively it is important to review previously identified hazards and corrections, discuss possible hazards with workers and collect any information that may contribute to making the inspection as effective as possible. Possible preparation steps may include:

- Review, incident reports, first aid records, minutes of Safe Production Meetings, previous inspection reports check to ensure recommended corrective actions have been completed.
- Notify individuals in charge of areas to be inspected – ask them for relevant information such as equipment that is down, or other existing known hazards.
- Ensure you have the required PPE for each area you will be inspecting – if the required PPE for each area you will be inspecting is not available, not it on the inspection report and do not enter that area.
- Develop a checklist of commonly reported hazards (such as near misses).
- Identify specific equipment, machinery, jobs, etc. associated with accident trends or severe loss potential.

#### 9.3.2 During Inspection

When completing an inspection, it is wise to adopt a habit of looking around any area before entering,

whether it is a room, a stairwell, a piece of equipment. Don't ignore the little things (shallow holes in the floor, etc.); under certain circumstances, they can become big problems. Your inspection should examine all aspects of the workplace:

- Physical environment: noise, vibration, lighting, temperature, ventilation.
- Equipment and materials being used: maintenance records, condition of tools (check electrical ground), seat belts (where necessary), and fire extinguishers in all equipment, air compressors (equipped with regulator and hoses secure), external ground on all generators for welding equipment (not required by OH & S, but a sound safety practice).
- Worker interaction with the process: equipment usage, PPE, material storage, WHMIS

If applicable, take copies of the last inspection report along and note whether the hazards listed have been corrected. Look for things that you think would be missed in the daily informal inspections. Systematically cover the whole work site and pay particular attention to specific equipment, machinery, jobs, etc., that have been associated with accident trends or severe loss potential. When unsafe conditions requiring immediate attention are found, corrective action must be undertaken without delay, as specified in the WCB regulations. It is advisable to involve a worker in the inspection and equip them with basic tools such as a roll of caution tape and danger tape and a radio so they may implement an immediate hazard control if required. Defective tools, equipment and machinery must be removed from service until the defect has been corrected. All unsafe conditions and defective items must be recorded on the report form, describing the items and their locations clearly.

It is important to look for the root causes of a substandard condition, poor practice or failure to follow a procedure. By identifying and correcting the root cause it is more likely that the hazard can be eliminated rather than mitigated.

### 9.3.3 Post Inspection

Once the planned inspection has been completed, it is important to properly complete all required documentation and to schedule a follow up for any corrective actions and communication with the crew.

1. Complete the department **Inspection** report as required.
2. Copy all items from previous reports that have not been remedied, noting initial detection date.
3. Ensure all sections of the **Inspection** or other reports as required are completed and writing is legible.
4. Communicate the inspection results with employees in Safe Production Meetings or Safety Meetings and post on safety board.
5. HSE will forward the reports to management and keep a copy on the HCSS Manager system, Supervisors shall reference target dates for deficient items have been met through HCSS.

Management will review the inspection reports to ensure compliance and quality of the completed inspections. Management shall also review the prior inspection action items during planned inspections and

discuss issues or concerns with the JOHSC committee and senior management.

## 9.4 Informal Inspections

Project supervisors should perform informal inspections as part of their regular daily activities to identify any hazards or deficiencies prior to work that day.

All employees should perform inspections as part of their regular daily activities. There should be observations by all staff on an ongoing basis and documented on the day's Job Hazard Assessment.

### 9.4.1 Pre-Inspection

1. On an ongoing basis, review inspection records and note any commonly reported hazards.
2. Familiarize yourself with the types of items you should be more keenly aware of by reading through the relevant reports and by discussion with others.

### 9.4.2 During Inspection

1. Use your eyes, ears and other senses to identify actual or potential problems as you go about your daily activities.
2. Prioritize items according to their potential for injury or damage.
3. Follow up high priority unsafe items immediately.
4. Note items that did not require immediate attention.
5. Report equipment, machinery and material that are not being used; they may be able to be used elsewhere.
6. Look for basic causes of substandard conditions, practices and procedures.

### 9.4.3 Post Inspection

1. Record on following day's **Inspection**.
2. Items that happened but were corrected.
3. Discuss and document minor items that were observed.

Informal inspections are not as exhaustive as a planned inspection as they have significant limitations. They commonly identify only the obvious problems and they do not take systematic approach. As a result, informal inspections cannot replace planned inspections.

## 9.5 WorkSafeBC Inspections

WorkSafeBC Health and Safety Officers inspect job sites on a regular basis to ensure compliance with applicable regulations. Any violations are noted on an inspection report. During official inspections, Acres expects the following:

1. All employees cooperate with the officer and ensure access to all areas of the project.
2. Site supervisor/foreman/safety representative shall accompany the officer.

3. Where possible, immediate action is taken to eliminate any hazard noted in the inspection.
4. Advise the safety department **within 1 hour** of the government officer leaving of the inspection, and of the violations on the report, if any.
5. If a compliance report is required, ensure corrective action is taken immediately and/or stop work in that area.
6. Communicate inspection results and post the report for a minimum 7-day duration on the project site.
7. Contact the head office and forward the report immediately.