

Inspections

I PURPOSE

To identify and correct workplace Health, Safety and Environmental hazards in all aspects of COMPANY operations

2 SCOPE

This procedure applies to all functional areas, operations, offices, employees and contractors, throughout workday and pre-shift/pre-use.

3 DEFINITIONS

Definitions

Class A Hazard

A condition or practice likely to cause an accident, which could result in a permanent injury or loss to a person, structure, equipment, material, environmental or work processes.

Class B Hazard

A condition or practice likely to cause an accident, which could result in a serious, but temporary disabling injury or loss to a person, structure, equipment, material, environmental or work processes.

Class C Hazard

A condition or practice likely to cause an accident which could result in a minor, non-disabling injury to a person, structure, equipment, material, environmental or work processes.

Equipment Pre-Use Inspections

Inspection of mobile equipment prior to its use for the purpose of identifying and correcting hazards. For Mobile Material handling equipment such as haul trucks, shovels, graders, etc, these inspections must be documented.

General inspections

Planned, systematic and thorough inspections conducted of an entire work area to identify and correct workplace hazards.

Inspections

Systematic observations to identify workplace hazards which might otherwise be overlooked.

Likely

Possibility of a specific event occurring.

Work Place Pre-shift Inspections

Inspections conducted and documented to identify and correct work place hazards before employees begin work in a specific area.

4 RESPONSIBILITIES

Employee

Conduct an inspection of their work areas pre-shift.

Perform an equipment pre-use inspection before using any mobile equipment.

Inspection of tools to ensure they are in good working condition.

Take immediate corrective action on noted imminent safety and health hazards and or report them to the immediate supervisor. Immediate actions would include such actions as tag out, isolating, barricading etc.

Take action on substandard behaviors or conditions and report them to the supervisor.

Supervisor

Ensure that Workplace Pre-Shift inspections of the work areas are done prior to employees starting work in those areas. These inspections are to be documented. Several ways to document this is to use shift logs, dispatch reports, and pre-shift inspection reports. Note; workplace pre-shift inspections are an MSHA requirement as well and as such formal documentation must be kept of these inspections.

Conduct and document General Area Inspections of their work areas monthly and forward to HSLP.

Take responsibility for correcting Safety, Health, and Environmental hazards identified in their work area in accordance with the COMPANY's Corrective Action procedure.

Attend Inspection training within three (3) months of job assignment.

When receiving hazard reports from workers, take appropriate corrective actions.

General Foreman

Conduct Planned General Inspections weekly and document findings and forward inspection to HSLP.

Evaluate the Equipment pre-use vehicle inspection program monthly to determine the degree of compliance to requirements and effectiveness.

Monitor actions taken to correct hazards identified during inspections.

Ensure Supervisor attends training within three (3) months of assignment.

Attend Inspection training within three months of job assignment.

Superintendent/Department Heads

Conduct monthly inspections and document the findings. Forward the inspection report to HSLP.

Attend Inspection training within three (3) months of job assignment.

Coordinate the inspection schedules of his/her direct reports and supervisors.

Functional Area Managers and Above

Conduct monthly inspections and document the findings. These reports are to be forwarded to HSLP.

HSLP

Conduct informal inspections daily.

Assist management in conducting inspections as needed.

Maintain copies of General Inspection reports

Generate monthly reports of the percentage of compliance to requirements for their areas of responsibilities.

Participate in at least one General Inspection monthly with Departmental Management.

Input corrective actions in the corrective action record (CAR) no later than the day after they are received.

Carry out follow-up evaluations to verify that corrective actions have been properly implemented.

Inform the pertinent area Management.

Calculate inspection KPI's for area managers quarterly.

5 PROCEDURE / GUIDELINE

General Work Place Pre-shift Inspections

The inspections shall be conducted before work commences on the shift.

Pre-shift Inspection records will be maintained in the department and be subject to periodic audit by Loss Prevention.

Correct deficiencies as they are observed, if possible.

When deficiencies cannot be corrected on a prompt basis:

- Barricade and/or restrict access to unsafe areas until corrected.
- Report any hazardous conditions that can not be immediately corrected to the Supervisor prior to starting work activities.

- Responsibility for corrective action of identified hazards rests with the Supervisor, General Foreman, Superintendent, and finally the functional areas Manager.

Equipment Pre-Use Inspections

Operators of mobile material handling equipment shall complete and document the equipment pre-use inspection of their vehicles prior to using them during the shift.

Standard functional area equipment pre-use Inspection forms will be used for documenting inspections. These forms are to be completed and signed by the operator and forwarded to the immediate foreman for review.

- Note: Electronic record keeping is acceptable in equipment so equipped.

Foremen are responsible for ensuring that equipment will not be operated if any hazards exist which would prevent the vehicle's safe operation.

Equipment pre-use inspection forms will be forwarded to maintenance for follow-up and repair.

Equipment pre-use inspection reports will be maintained in the maintenance department's files and subject to periodic audit.

General Inspections

General inspections are to be conducted in accordance with the responsibilities listed in this procedure.

Specific steps to follow when conducting the inspection are as follows:

- Start with positive attitude, know what to look for, not simply the negative.
- Use the General Inspection form.
- Use checklist provided to aid in identifying health safety, and environmental hazards and issues to look at.
- Look for off-the-floor and out of the way items, e.g. cabinets, closets, behind shelving etc. not simply those hazards which are readily apparent.
- Take immediate temporary action when serious risk or danger is found. Fix it or isolate it until more permanent corrections can be made.
- Record and describe each hazard found on the report form.

Classify the hazard using the following System:

- **CLASS A HAZARD:** A condition or practice likely to cause permanent harm or loss to people, structures, equipment, material, the environment or work processes. These must be corrected in at least a temporary manner within 24 hours.
- **CLASS B HAZARD:** A condition or practice likely to result in serious but temporally disabling harm or loss to people, structures, equipment, material, the environment or work processes. These must be corrected in at least a temporary manner within 72 hours.

- **CLASS C HAZARD:** A condition or practice likely to cause minor, non disabling harm to people, structures, equipment, material, the environment or work processes. These must be corrected in at least a temporary manner within one week.

Assign Responsibility to an individual and department who will correct the hazard noted.

The Supervisor will be responsible for monitoring the effects of the corrective action in order to verify that the corrective action has been taken and that it solves the original problem without causing any undesired side effects. Follow-up action will be taken as required.

Forward a copy of the inspection report to your HSLP Representative Supervisor for filing.

All levels of management will review summary reports provided by the HSLP, detailing information on corrective action, inspections completed and so forth.

If the inspection is conducted by several persons, the person responsible for filling in the form will be the first on the list.

HSLP and Environmental General Inspection Report Form											
Inspectors			Department - Area			Location			Date (mm/dd/yy)		
Item	Hazard Class	Description of the Condition	Corrective Actions - Comments			Person Responsible	Dept	Estimated Completion Date	Actual Completion Date		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
	A:	A condition or practice likely to cause permanent harm to people, property, processes, environment, equipment, etc... Complete within 24 hrs.									
	B:	A condition or practice likely to cause serious but temporary harm to people, property, processes, environment, equipment, etc... Complete within 72 hrs.									
	C:	A condition or practice likely to cause minor harm to people, property, processes, environment, equipment, etc... Complete within one (1) week.									