

Sample Inspection Policy

It is the policy of this company to maintain a program of safety inspections. The objective of this program is to control hazards in the workplace and to ensure compliance with company rules, policies, procedures, legislation and this program.

Company facilities and job-sites shall be included in the inspection program.

Formal inspections shall be conducted and documented by supervisors and employees as follows in their areas of responsibility:

Office	Annually/ Semi Annually/ Quarterly
Shop/Yard	Quarterly/ Monthly/ Weekly
Tools/Equipment	Semi Annually/ Quarterly/ Monthly
Vehicles/	Monthly/ Weekly/ Daily
Trailers	Prior to use (documented)
Specialized PPE:	
(Harnesses/Lanyards)	Visual Pre-use
(Respirators)	(In house) Quarterly/Monthly AND
	Annually - by a competent outside person
Jobsites	Weekly/ Bi Weekly/ Monthly
Storage facility	Monthly/ Semi-Annually/Annually
Sub-contractors	Weekly

Informal inspections shall be conducted by supervisors on an ongoing basis in their areas of responsibility.

Signed: _____

Date: _____

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Purpose

The purpose of this policy is to control losses of human and material resources by identifying and correcting unsafe acts and conditions.

Policy

It is the policy of this company to maintain a program of safety inspections at facilities and all job-sites. The objective of the inspection process is to ensure compliance with company rules, policies, procedures, legislation and this program.

Responsibilities

The manager is responsible for the overall operation of the program.

Supervisors are responsible for conducting formal inspections on job-sites that they control and of the facilities on a (*weekly, by-weekly, monthly*) basis. Supervisors are also responsible for involving employees in the inspection process.

Supervisors are responsible for conducting ongoing informal inspections of areas where their crews are working.

Employees are responsible for participating in and contributing to the inspection program.

Signed: _____

Date: _____

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The inspection process at <company name> and all of its work sites is not to be limited to formalized inspections conducted by the project supervisor. The expectation is that there will be other active inspection processes in place.

- Pre-start daily inspections will be conducted by all employees for their specific areas
- Informal Inspections will be conducted by supervisors on a weekly basis in their areas of responsibility.
- Formal safety inspections shall be conducted and documented by the management in cooperation with the department supervisor's and the JOHSC on a monthly basis

Informal Workplace Inspections

All employees are expected to maintain continual awareness of hazards in their work areas.

This is accomplished by supervisors conducting regular walk-throughs of their areas of authority and by workers checking their work areas prior to commencing work.

A general inspection report is required and any detected hazard must be corrected immediately if the task is within the employee's capabilities. If not, the hazard should be reported to the area supervisor or management for correction.

Formal Workplace Inspections

Formal inspections will occur monthly at all <company name> sites. Each site inspection will produce a site specific inspection report that will be forwarded and reviewed by each project manager and supervisor respectively.

The site management team must ensure that any corrective action arising from these reports is taken so that the hazard is eliminated or controlled.

These completed reports shall be compiled into a annual report to be forwarded to senior management and the JOHS Committee for review.

Signed: _____

Date: _____

