

## Safe Work Procedure

### Site Inspections

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Slips/Trips/Falls Serious injury Traffic	Hard Hat Steel toed boots Eye protection Hand protection Hearing Protection High visibility vest	

Safe Work Procedure:
<ol style="list-style-type: none"> <li>1. Wear all applicable PPE</li> <li>2 Review previous inspection reports to ensure previous deficiencies have been corrected</li> <li>3 To be completed at a minimum as per the Site Inspection policy states or more often as required</li> <li>4 Ensure you record and date your findings in the inspection book (pictures are excellent resource)</li> <li>5 Record all staff (subcontractors also) at the location</li> <li>6 Check that all pertinent permits and documents are in place</li> <li>7 Record and identify all deficiencies</li> <li>8 A copy of the inspection report to be discussed with the staff and supervisor on site</li> <li>9 Copy of inspection to be submitted to WSH Committee/Worker Representative and Management</li> </ol>

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***

#### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations: 2.4 Inspections of Workplace 5 Duties of Workers 6 Personal Protective Equipment 12 Hearing Conservation & Noise Control	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years  Reviewed By Worker Rep/ WSH Committee:  Date:
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