

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	Hard Hat	MSI training
Serious injury	Steel toed boots	PPE training
Traffic	Eye protection	
	Hand protection	
	Hearing Protection	
	High visibility vest	

Safe Work Procedure:

- 1) Wear all applicable PPE
- 2) Review previous inspection reports to ensure previous deficiencies have been corrected
- 3) To be completed at a minimum as per the Site Inspection policy states or more often as required
- 4) Ensure you record and date your findings in the inspection book (pictures are excellent resource)
- 5) Record all staff (subcontractors also) at the location
- 6) Check that all pertinent permits and documents are in place
- 7) Record and identify all deficiencies
- 8) A copy of the inspection report to be discussed with the staff and supervisor on site
- 9) Copy of inspection to be submitted to WSH Committee/Worker Representative and Management

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

<p>Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: 2.4 Inspections of Workplace 5 Duties of Workers 6 Personal Protective Equipment 12 Hearing Conservation & Noise Control</p>	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 WSH Committee: Date: