# **COMMUNITY COUNCIL**

Inspection Policy

**Purpose**

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

**Policy**

Community council will maintain a comprehensive program of safety and health inspections at all facilities and jobsites.

**Schedules**

The community council will maintain the following schedules:

* shops/yards/offices/work sites – monthly
* if task, function, location, scope of work or personnel changes

**Responsibilities**

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

Supervisors and community council are responsible for directing formal inspections on jobsites that they control and for involving workers in such inspections.

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.

*The information in this policy does not take precedence over applicable government legislation with which all workers should be familiar.*

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Community Council Date

COMMUNITY COUNCIL  
Inspection Schedule

|  |  |  |
| --- | --- | --- |
| **What is to be inspected** | **Frequency** | **By Whom** |
| Work site inspections | Monthly | Supervisor and worker |
| Safety data sheets | Annually | Safety coordinator |
| Fire extinguisher | Monthly | Workers |
|  |  |  |
| **Personal Protective Equipment (PPE)** |  |  |
| Safety footwear | Before use/Monthly | Workers |
| Safety vest | Before use/Monthly | Workers |
| Hard hats | Before use/Monthly | Workers |
|  |  |  |
| **Specialized PPE** |  |  |
| Harnesses | Before use/Monthly | Workers |
| Respirators | Before use/Monthly | Workers |
| Confined space equipment | Before use/Monthly | Workers |
| Hearing protection | Before use/Monthly | Workers |
|  |  |  |
| Policies | Annually | Safety coordinator |
| Safe work practices | Annually | Safety coordinator |
| Safe work procedures | Annually | Safety coordinator |
| Emergency response plan | Annually | Safety coordinator |
| Machinery | Daily (before use) | Operators |
| Machinery | Scheduled service | Mechanics |