

INSPECTION POLICY

The Pacific Group of Companies supports the implementation of regular and comprehensive inspections for identification and correction of health and safety deficiencies. As required by the WCB Regulation, inspections will consider work areas under our control as well as company buildings, tools, equipment, machinery, work methods and practices.

Daily Informal Inspections will be supplemented by Planned Inspections on projects with an anticipated duration of greater than two weeks. Planned Inspections will be performed by the project supervisor (unless otherwise delegated) once every two weeks. Special Inspections will occur as needed. Where practicable, a worker representative will participate in Planned Inspections.

If, during any inspection, unsafe conditions, practices or procedures that require immediate attention are discovered, they will be remedied immediately and recorded on the Inspection Report Form. Supervisory personnel will be responsible and accountable for ensuring corrective action is undertaken to eliminate or control any unsafe conditions or behaviour found.

Personnel involved in inspections will receive training in responsibilities, recognition of hazards, and use of checklists and reports.

Completed inspection reports will be evaluated and monitored by management and, where it exists, by the project health and safety committee.

DAILY INFORMAL INSPECTION PROCEDURE

Supervisors will perform Daily Informal Inspections as part of their regular daily activities.

Pre-Inspection

Identify items to pay particular attention to by reviewing the inspection checklist in this section and previous inspection records. Note commonly reported hazards.

During Inspection

- 1) Use your eyes, ears and other senses to identify actual or potential problems as you go about your other daily activities. Record hazards identified and any others reported by workers.
- 2) Record whether an item has been corrected or requires correction at a later time. Clearly describe items and their locations.
- 3) Classify items according to their potential for injury or damage (see classification system at bottom of standard Inspection Report Form in this section).
- 4) Follow up high priority unsafe items immediately.
- 5) Try to identify root causes of sub-standard conditions, practices and procedures rather than just the symptoms.

Post-Inspection

- 1) Maintain your records so that they can be transferred to the standard Inspection Report Form at the end of the week or record them directly on the report form. Forward a copy of the completed report to the office each week.
- 2) For jobs with a two week or longer duration, in addition to forwarding copies to head office, keep copies of your reports on the project site for referral in future Informal Daily and Planned Inspections as well as for WCB officer access.

NOTE: *Informal Daily Inspections have significant limitations; they commonly identify only the obvious problems and they do not take a systematic approach. As a result, Informal Daily Inspections cannot replace Planned Inspections.*

PLANNED AND SPECIAL INSPECTION PROCEDURES

Planned inspections involve a systematic tour of work areas to identify all hazards and sub-standard conditions and necessary corrective actions. Planned inspections will be done on a bi-weekly basis, commencing at the beginning of the third week on all projects with an anticipated duration of greater than two weeks. Planned Inspections will be performed by the project supervisor (unless otherwise delegated) and, where practicable, a worker representative from the project site.

Special inspections will be done by the most qualified person(s) available, in follow-up to incidents, accidents or mechanical breakdowns. Special Inspections will usually only involve a specific location or piece of equipment.

Pre-Inspection

- 1) Review previous inspection reports, if any, for the area to be inspected.
- 2) Develop a checklist of commonly reported hazards, if any.
- 3) Identify specific equipment, machinery, jobs, etc. associated with accident trends or severe loss potential.

During Inspection

- 1) Take copies of previous inspection reports along and note whether the hazards listed were corrected as required.
- 2) Look for the off-the-floor and out-of-the-way items. Look for things that you think would be missed in the daily inspections.
- 3) Systematically cover the whole area. Pay particular attention to specific equipment, machinery, jobs, etc. that have been associated with accident trends or severe loss potential.
- 4) When unsafe conditions requiring immediate attention are found, corrective action must be undertaken without delay, as specified in the WCB Regulation. Defective tools, equipment and machinery must be removed from service until the defect has been corrected. All unsafe conditions and defective items must be recorded describing the items and their locations clearly.
- 5) Classify items according to their potential for injury or damage. This will lead to a systematic approach toward corrective action and follow-up.
- 6) Look for **root causes** of sub-standard conditions, practices and procedures - not just the symptoms.

Post-Inspection

- 1) Complete a The Pacific Group of Companies Inspection Report Form.
- 2) Copy all items from previous reports that have not been remedied, noting initial detection date.
- 3) Ensure all sections of the Inspection Report are completed and writing is legible.
- 4) Forward the Inspection Report to the office. Keep a copy of the report at the site for future reference as well as for WCB officer access.

The Pacific Group of Companies INSPECTION REPORT

Project Identification: _____

Date: _____ **Inspector(s):** _____

Inspection Type (*please circle*): Daily / Planned / Special **If "Special" please identify reason(s) for inspection (e.g. accident follow-up, equipment breakdown, etc.):**

HAZARD IDENTIFIED AND LOCATION	HAZARD PRIORITY	WCB REG # APPLICABLE	PERSON TO CORRECT HAZARD

HAZARD PRIORITY CLASSIFICATION SYSTEM

- CLASS "A" HAZARD:** A condition or practice with the potential for permanent disability, loss of life or body part, and/or extensive loss of structure, equipment or material. **CORRECT IMMEDIATELY**
 - CLASS "B" HAZARD:** A condition or practice with the potential of serious injury or illness (resulting in temporary disability) or property damage that is disruptive, but less severe than CLASS "A." **CORRECT AT THE EARLIEST PRACTICAL OPPORTUNITY**
 - CLASS "C" HAZARD:** A condition or practice with potential for minor (non-disabling) injury or illness or non-disruptive property damage. **CORRECT WITHIN 2 DAYS.**
- Attach Additional Pages As Necessary***

(A)	(CR)	(NA)	<h2 style="margin: 0;">INSPECTION CHECKLIST</h2> <p style="margin: 0;">Some of the listed items may not be applicable to your work area and your work area may include items not listed. This list is intended as a guide to assist in doing a comprehensive inspection.</p>
A C C E P T A B L E	C R E Q U I R E D	N O T A P P L I C A B L E	

ACCIDENT REPORT FORMS

- | | | | |
|--------------------------|--------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | FORM 7 AVAILABLE |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | FORM 7A AVAILABLE |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | FORM 6A AVAILABLE |

ACCESS

- | | | | |
|--------------------------|--------------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | SAFE MEANS OF ENTRANCE AND EXIT |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | WORKERS ARE USING SAFE MEANS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | CLEAR OF DEBRIS |

AIR MOVERS

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | BLOWERS AND FANS REQUIRED FOR ADEQUATE VENTILATION ARE OPERATING |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | LOCAL EXHAUST SYSTEMS OPERATING |

AIR TOOLS

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | AIR SUPPLY DISCONNECTED FOR SERVICING AND ADJUSTMENTS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TRIGGER MECHANISM OPERATING CORRECTLY |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | HOSES DO NOT PRESENT TRIPPING HAZARD |

ATMOSPHERIC CONDITIONS

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | DUST, FUMES, VAPOURS, ETC. CONTROLLED AT SOURCE |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | WORKERS PROTECTED AGAINST EXTREME HEAT OR COLD |

AUTOMOTIVE VEHICLES

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | PARKED IN SAFE LOCATION |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | COMPANY VEHICLE OPERATORS ARE AUTHORIZED |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | OPERATED AT SAFE SPEED |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | OPERATED IN SAFE AREA |

ASBESTOS

- | | | | |
|--------------------------|--------------------------|--------------------------|----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | IDENTIFIED |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | REMOVED/ENCAPSULATED |

A CR NA

..CONCRETE GRINDING AND CUTTING

- WORK AREA BARRICADED AGAINST UNAUTHORIZED ENTRY
- LIGHTING AND VENTILATION MEET WCB STANDARDS
- EYE PROTECTION AVAILABLE AND WORN
- RESPIRATORY PROTECTION AVAILABLE AND WORN

CONTAINERS

- CORRECTLY LABELLED FOR CONTENT
- STORAGE COMPATIBLE WITH CONTENTS AND NOT LEAKING
- STACKED CONTAINERS ARE STABILIZED AS NECESSARY

CLOTHING AND PERSONAL PROTECTION

- NO LOOSE CLOTHING NEAR MOVING EQUIPMENT
- PERSONAL CLOTHING APPROPRIATE TO ENVIRONMENTAL CONDITIONS
- FOOTWEAR APPROPRIATE TO LOCATION
- HARD HATS USED WHERE REQUIRED
- EYE PROTECTION USED WHERE REQUIRED
- HEARING PROTECTION USED WHERE REQUIRED
- RESPIRATORY PROTECTION AVAILABLE, STORED IN SANITARY LOCATION, USED WHERE REQUIRED
- FALL PROTECTION EQUIPMENT AVAILABLE, STORED IN DRY LOCATION, USED WHERE REQUIRED
- APPROPRIATE FLOTATION EQUIPMENT AVAILABLE AND USED FOR WORK OVER WATER

COMPRESSED GAS CYLINDERS

- STRAPPED OR CHAINED
- STANDING ON END
- AWAY FROM HEAT AND SPARKS
- EMPTY CYLINDERS HAVE REGULATOR REMOVED AND ARE CAPPED AND TAGGED

CRANES

- ADEQUATE BARRIERS TO PREVENT UNAUTHORIZED ENTRY INTO SWING RADIUS
- ADEQUATE CLEARANCE FROM ENERGIZED POWER LINES
- LOAD CHARTS AND MANUFACTURER'S MANUAL AVAILABLE
- FIRE EXTINGUISHER (MINIMUM OF 10 BC RATING) AVAILABLE IN CAB
- LOAD WEIGHT DETERMINED PRIOR TO LIFT, RATED CAPACITY NOT EXCEEDED
- REPAIRS TO LOAD BEARING COMPONENTS CERTIFIED BY P.ENG OR MANUFACTURER
- SAFE MEANS OF ACCESS/EGRESS TO OPERATOR'S POSITION
- AUDIBLE WARNING DEVICE FOR HOISTING OPERATIONS
- APPROPRIATE TWO BLOCK PREVENTION/WARNING DEVICE IF USED FOR HOISTING PERSONNEL
- LOG BOOK MAINTAINED UP-TO-DATE
- WORK IS ARRANGED TO MINIMIZE PASSING LOADS OVER WORKERS
- LOADS ARE LANDED AND SUPPORTED PRIOR TO BEING UNHOOKED

WORKERS ARE NOT PERMITTED TO RIDE ON A LOAD, HOOK, SLING OR OTHER RIGGING EQUIPMENT

A CR NA

ELECTRICAL

CORDS ARE INTACT
 CORDS ELEVATED OR COVERED, NOT A TRIPPING HAZARD
 THREE PRONGED PLUGS ARE USED
 ENERGIZED JUNCTION BOXES AND ELECTRICAL PANELS ARE COVERED
 GROUND FAULT CIRCUIT INTERRUPTERS (GRCI) USED IN WET OR OUTDOOR LOCATIONS
 TEMPORARY LIGHTING DOES NOT HAVE BROKEN OR MISSING BULBS
 POWER LINES DE-ENERGIZED OR CLEARANCES MAINTAINED FOR WORKERS AND EQUIPMENT

EXCAVATIONS AND TRENCHES

UNDERGROUND UTILITY LOCATIONS DETERMINED PRIOR TO EXCAVATION
 ENGINEERED OR SLOPED AND/OR BENCHED AND/OR SHORED IF DEPTH IS 1.2m (4ft) OR GREATER
 EXCAVATION ENGINEERED IF OVER 6m (20ft) DEEP
 TREES, ROCKS, POLES ETC. REMOVED OR SECURED IF THEY CREATE A HAZARD
 SPOIL PILES ADJACENT TO EXCAVATION KEPT BELOW .6m (2ft) IN DEPTH OR ADDITIONAL SHORING/SLOPING PROVIDED
 SPOIL PILES ARE KEPT BACK AT LEAST .6m (2ft) FROM THE EDGE OF A TRENCH (excavation less than 3.7m (12ft) wide at the bottom and over 1.2m (4ft) deep) AND 1.2m FROM THE EDGE OF OTHER EXCAVATIONS
 SAFE MEANS OF ENTRY AND EXIT ARE PROVIDED WITHIN 8m (25ft) OF WORKERS
 WALKWAYS ACROSS EXCAVATIONS ARE AT LEAST .5m (20in) WIDE
 WATER PREVENTED FROM ACCUMULATING IN THE EXCAVATION IF IT MAY AFFECT THE STABILITY OF THE EXCAVATION

FALL PROTECTION

FALL PROTECTION USED IN AREAS WHERE A FALL OF 3m (10ft) MAY OCCUR
 PERSONAL FALL PROTECTION EQUIPMENT STORED IN MANNER THAT MINIMIZES DETERIORATION
 WRITTEN FALL PROTECTION PLAN AVAILABLE FOR LOCATIONS WITH NO PERMANENT GUARDRAILS AND A POTENTIAL FALL HAZARD OF 7.5m (25ft) OR MORE
 HARNESES, LANYARDS, BELTS ETC. MEET WCB REGULATORY STANDARDS
 SNAP HOOKS ON LANYARDS AND LIFELINES ARE SELF LOCKING
 SHOCK ABSORBERS USED WITH WIRE ROPE LANYARDS AND VERTICAL LIFELINES
 ALLOWANCE IS MADE FOR INCREASED FALL DISTANCE WHEN A SHOCK ABSORBER IS USED IN A FALL ARREST SYSTEM
 SAFETY BELT USE RESTRICTED TO FALL RESTRAINT
 APPROPRIATE ANCHORAGES USED FOR LIFELINES
 LIFELINES PROTECTED AGAINST ABRASION AND OTHER DAMAGE
 VERTICAL LIFELINES INSTALLED/USED IN MANNER THAT MINIMIZES SWING-FALL HAZARD
 CONTROL ZONES RESTRICTED FROM BEING USED ON SLOPED SURFACES EXCEEDING 4 VERTICAL IN 12 HORIZONTAL AND ON SKELETAL STRUCTURE WORK
 CONTROL ZONE WIDTH IS MINIMUM OF 2m (6.5ft)
 SAFETY MONITOR MONITORS MAXIMUM OF 8 WORKERS

A CR NA

..FALL PROTECTION

ONLY WORKERS INVOLVED IN WORK AT HAND ALLOWED IN CONTROL ZONE

FIRST AID

APPROPRIATE FIRST AID KITS AND FACILITIES
 FIRST AID SUPPLIES, EQUIPMENT AND FACILITIES MAINTAINED CLEAN, DRY AND READY FOR USE
 APPROPRIATELY QUALIFIED ATTENDANTS
 RECORD BOOK
 SIGNALS FOR SUMMONING FIRST AID SERVICES IDENTIFIED, POSTED
 WRITTEN PROCEDURES ON SITE FOR TRANSPORT OF INJURED WORKERS
 WORKERS WORKING ALONE MORE THAN 20 MINUTES TRAVEL FROM FIRST AID ARE PROVIDED WITH OWN FIRST AID KITS

FIRE PROTECTION

TYPE OF EXTINGUISHING EQUIPMENT MATCHES MATERIALS IT WOULD BE USED ON
 FIRE EQUIPMENT IS ACCESSIBLE AND OPERABLE
 EXIT ROUTES ARE NOT OBSTRUCTED
 FLAMMABLE LIQUIDS STORED SAFELY

FLOOR/ROOF OPENINGS

COVERED
 GUARDED
 MARKED

GUARDRAILS

TOP RAILS AT 102 CM TO 112 CM (40 IN TO 44 IN)
 MID RAILS
 TOE BOARDS WHERE HAZARD OF ITEMS FALLING INTO WORK AREA EXISTS

GRINDERS

EYE PROTECTION
 GUARDS IN PLACE
 WORK REST WITH UPPER EDGE AT OR ABOVE ABRASIVE WHEEL CENTRE LINE AND WITHIN 3 mm (1/8 in) OF THE GRINDING SURFACE
 WHEEL SPEED RATING IS GREATER THAN OR EQUAL TO GRINDER SPEED RATING
 WHEELS NOT CHIPPED OR CRACKED

HOUSEKEEPING

WORK AREAS CLEAN AND FREE OF DEBRIS
 SPILLED OR LEAKED LIQUIDS WHICH ARE SLIPPERY, TOXIC, FLAMMABLE OR CORROSIVE CLEANED UP
 ADEQUATE GARBAGE CONTAINERS AVAILABLE
 MATERIALS AND EQUIPMENT STORED IN A SAFE MANNER

A CR NA

..HOUSEKEEPING

COMBUSTIBLE WASTE MATERIALS STORED SAFELY AND REMOVED FROM SITE PROMPTLY

MACHINERY GUARDS

PREVENT CONTACT WITH MOVING PARTS
 PREVENT ACCESS TO DANGER AREA DURING OPERATION
 GUARDS AND SAFETY APPLIANCES HAVE NOT BEEN REMOVED OR MADE INEFFECTIVE

OFFICE

EMERGENCY NUMBERS POSTED AT TELEPHONES
 EXITS MARKED WITH LIGHTED EXIT SIGNS
 COMBUSTIBLES STORED AWAY FROM HEAT-PRODUCING EQUIPMENT
 RUBBISH AND WASTE DISPOSED OF
 OUTLETS, CORDS AND APPLIANCES IN GOOD CONDITION
 SMOKING IN DESIGNATED AREAS ONLY
 FIRE EXTINGUISHING APPARATUS PROPERLY PLACED AND CHECKED
 FLOORS CLEAR OF TRIPPING HAZARDS

PERSONAL PROTECTIVE EQUIPMENT

SAFETY FOOTWEAR (steel toe and shank) WORN WHERE REQUIRED
 HEAD PROTECTION (hard hat) WORN WHERE REQUIRED
 RESPIRATORY PROTECTION WORN WHERE REQUIRED
 EYE PROTECTION WORN WHERE REQUIRED
 FALL PROTECTION WORN WHERE REQUIRED
 ALL PPE WORN, STORED AND USED IN A MANNER COMPATIBLE WITH THE EQUIPMENT MANUFACTURERS' RECOMMENDATIONS

POWDER ACTUATED TOOLS

HEARING PROTECTION
 EYE PROTECTION
 OPERATOR AUTHORIZED

RULES, REGULATIONS AND WRITTEN PROCEDURES

FOLLOWED
 POSTED OR ON SITE

STAIRWAYS

FREE OF OBSTRUCTION
 HANDRAILS
 ADEQUATE LIGHTING

WALKWAYS

RAILING
 TOE BOARDS

A CR NA

..WALKWAYS

- | | | | |
|--------------------------|--------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | ADEQUATE ILLUMINATION |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | FREE OF OBSTACLES |

WHMIS

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | APPLICABLE LABELING IN PLACE |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | APPLICABLE MATERIAL SAFETY DATA SHEETS (MSDSs) AVAILABLE |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | MATERIALS USED IN ACCORDANCE WITH MSDS INSTRUCTIONS |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | WORKERS INSTRUCTED IN SAFE HANDLING, USE AND STORAGE INFORMATION |