

## Workplace Inspections

### Purpose:

The Purpose of this standard is to establish the guidelines for best practices for each and every employee regarding Workplace Inspections.

Scope: This standard applies to each and every member of BPC team.

### Roles and Responsibilities:

**Senior Management:** Will provide the training and the time required to conduct workplace inspections as outlined in this policy. Senior management will review each site inspection that a safety infraction has been indicated and sign off on the inspection sheet with corrective action initiated.

**Safety Coordinator:** Is to provide site inspection forms upon request, maintain copies on file and provide submission rates upon request.

**Equipment Manager:** is responsible to conduct a shop inspection on a monthly basis and submit to the safety coordinator for record keeping purposes.

**Team Supervisor:** is responsible to ensure that any issue noted on the site inspection sheet are dealt with immediately whenever possible, if not at the earliest opportunity.

**Crew Safety Member:** is responsible to fill out and submit one BPC site inspection report per day.

**Team Members of BPC:** are to cooperate with the team safety rep in any way that facilitates the completion of his/her duties and to correct infractions at the first opportunity to do so.

Procedures: The crew safety member is to establish a point A, (a starting point), then to move clockwise around the site, making notes as necessary, utilizing BPC's site inspection form. If at any time the safety rep indicates an issue on site they have the obligation to report it to their supervisor. If possible the situation shall be dealt with immediately; every team member is expected to assist in the resolution of site safety issues. The site inspection must be turned in daily at the conclusion of the safety members shift.

Communication: This standard will be reviewed and communicated with each staff member as every spring safety meeting and with each new hire during orientation.

Implementation and Evaluation: When a safety issue is noted on the site inspection sheet these items will become toolbox talk topics and will be items of discussion on the agendas' of BPC's monthly safety meetings.

At year end a review of submitted issues will be made and policies developed or modified based on recommendations.