



A.D.S. Contracting

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Work Place Health and Safety Site Hazard Inspections Program

POLICY STATEMENT

A.D.S. Contracting will conduct monthly documented workplace inspections for the purpose of identifying and correcting unsafe conditions and behaviour. The inspections will cover premises, job sites, buildings, temporary structures, tools, equipment, machinery and work methods and practices.

The site safety inspection form implemented will be used as a guideline since specific sites may have unique situations and potential hazards that may not be covered by this list.

Site Health and Safety Inspections

Planned inspections will occur weekly or monthly on project sites. A.D.S. Contracting will have either a supervisor or a health and safety representative performing site health and safety inspections.

All health and safety inspection reports will be reviewed during safety talks and safety meetings. All completed health and safety inspection reports will be evaluated and monitored by project the owner and the health and safety representative and filed with the health and safety documentation.

Inspection Responsibilities

Owner And/OR Health And Safety Representative

- Conduct formal inspections of the workplace as required using the site safety checklist
- Ensure corrective action is taken to address hazards identified.

Worker Responsibilities

- Participate in maintaining site safety by reporting any site safety deficiencies to the supervisor or employer

In the case of unidentified hazards:

- All identified hazards should be eliminated or controlled immediately upon recognition. Interim control measures should be implemented immediately
- Warning signs should be posted at the location of the hazard
- All affected employees should be informed of the location of the hazard and the required interim controls
- Permanent control measures should be implemented as soon as possible

Follow Up Actions to Health and Safety Inspections

Review

- Review previous inspection records and note any commonly reported hazards
- Familiarize yourself with the type of workplace and unique hazards
- Use eyes, ears, and other senses to identify actual or potential problems as inspection is performed. Record hazards on the site safety inspection form
- When unsafe conditions are noted requiring immediate action, correct the situation immediately
- Keep a copy of the inspection form on the project

Worker Review

- Inform him/her of the unsafe situations
- Discuss unsafe conditions with him/her
- Advise on how to correct the unsafe condition
- Re-visit the area to ensure the safe practice is being followed
- Discuss with supervisor

Health and Safety Inspections Rating System

- The inspections will be categorized with a points system as per the site safety checklist.

Resolution Process for Unresolved Issues

- Issues which remain unresolved posing a health and safety hazard must be reported to the owner of the company.
- The area of issue must be locked out until the owner resolves the issue and is deemed safe.

COMMUNICATION

A payroll staffer will communicate the development of the A.D.S. Contracting Work Place Health and Safety Site Hazard Inspections Program. Safety meetings will be scheduled in house at the shop for all necessary training.

TRAINING

A safety meeting will be conducted by the owner for all employees which will provide all the necessary training required to enforce this policy.

EVALUATION

The effectiveness of this program will be evaluated at the final annual safety meeting. Evaluation will be based on the Work Place Health and Safety Site Hazard Inspections Program file which will consist of discussions held with workers which will yield a full review.

ACKNOWLEDGE SUCCESS AND MAKE IMPROVEMENTS

The success of the program will be acknowledged at the annual year end safety meeting in a payroll and/or monthly newsletter. All necessary improvements will be developed at the yearend safety meeting and will be implemented as soon as possible.

A.D.S.Contracting Inc.

Angelo Agostino – President

June 6, 2011