

	Title	Workplace Inspection Policy	Section	Policies	Author	K.G.
	Category	Health, Safety, Environment	Policy #	5.1	Revised	05 Jan 2026

1. Policy Statement

We don't wait for things to break. We look for problems before they cause injury.

Artistic Stairs is committed to a proactive inspection program that identifies unsafe conditions and practices. We will conduct regular, documented inspections of all worksites, facilities, and equipment to ensure controls are working and standards are maintained.

2. Purpose & Scope

- **Purpose:** To establish a formal system for worksite inspections to identify hazards and verify compliance with the *Alberta Occupational Health and Safety Act, Regulation, and Code*.
 - **Scope:** Applies to all active construction sites, shops, offices, and mobile equipment.
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3. Roles & Responsibilities

- **Management:**
 - Ensure resources are available to correct deficiencies found during inspections.
 - Manager Participation: Senior Managers must actively participate in at least one formal worksite inspection per year to demonstrate commitment.
 - Review inspection reports to identify trends (e.g., repeated housekeeping issues).
 - **Supervisors:**
 - Conduct informal Weekly Inspections of their active worksites.
 - Ensure deficiencies are corrected immediately or tagged out.
 - Involve workers in the inspection process.
 - **Workers:**
 - Pre-Use Checks: Inspect tools and equipment before use (e.g., ladder, drill).
 - Participate in formal inspections when asked by a supervisor.
 - Report any new hazards found during the workday.
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4. Procedures & Standards

1) Inspection Frequency

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To ensure consistent monitoring, formal inspections must be conducted according to the following schedule:

- **Active Construction Sites:** A minimum of 2 active worksites will be inspected each month, at least 11 months of a 12 month calendar year.
- **Shops / Yards / Warehouses:** At least quarterly.
- **Offices:** Quarterly.
- **Mobile Equipment / Vehicles:** Daily (Visual/informal pre-trip inspection by operator).

2) The Inspection Process

- **Tool:** All formal inspections must be recorded on the *Worksite Inspection Form* or *Digital Forms Template*.
- **Team Approach:** Inspections should not be done alone. Supervisors must involve a worker or a member of the Health & Safety Committee (HSC) to satisfy the worker participation requirement, when they are available.
- **What to Look For:**
 - o Unsafe Conditions (e.g., guardrails missing, poor housekeeping, fire hazards).
 - o Unsafe Practices (e.g., workers not wearing PPE, rushing).

3) Deficiency Management (Corrective Actions)

Finding the hazard is only half the job. All deficiencies must be tracked until closed.

- **Immediate Danger:** Stop work immediately. Isolate the hazard. Do not leave the area until it is safe.
- **Class A (Major):** High potential for serious injury. Correct immediately.
- **Class B (Moderate):** Potential for injury. Correct within 24 hours.
- **Class C (Minor):** Low potential (e.g., administrative). Correct within 72 hours.
- **Assignment:** Every deficiency listed on the report must have:
 1. **Who** is responsible for fixing it.
 2. **When** it must be fixed by (Target Date).
 3. **Sign-off** when verified complete (Completion Date).

4) Equipment Inspections

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- Operators must conduct a visual inspection of machinery (skid steers, lifts, etc.) at the start of every shift.
 - Defects affecting safety must be reported and the equipment Locked Out until repaired.
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5. References & Legislation

- **Alberta OHS Code:** Part 2 (Hazard Assessment), Part 12 (General Safety - Equipment)
- **Related Forms:**
 - o Worksite Inspection Checklist (Weekly)
 - o Vehicle/Equipment Defect Report