



## GAZZOLA PAVING LIMITED Workplace Inspections Policy Statement

Gazzola Paving Limited is committed to conducting workplace inspections in compliance with the Occupational Health & Safety Act and the applicable Regulations. Workplace Inspections are conducted to identify, monitor, follow-up and control or eliminate all hazards.

To that purpose, Gazzola Paving Limited will ensure that all locations and sites where work is being performed by Gazzola Paving Limited undergo workplace inspections including machines and equipment pre-use inspections. Inspections will be completed and documented by the applicable personnel and adhering to the regulated frequencies. Documented inspections must identify deficiencies and corrective actions taken or a schedule for correction and follow-up when necessary.

Gazzola Paving Limited will ensure that inspections checklists and reports consider all legal requirements, applicable standards and guidelines including the Occupational Health & Safety Act & Regulations in addition to considering manufacturer's specifications for machines & equipment.

Gazzola Paving Limited will communicate the results of workplace inspections with all relevant workplace parties including senior management regularly to ensure actions are agreed and follow-up is done when needed. Supervisors will be responsible for including sub-contractors in the process of Inspections when required.

In addition to Inspections performed by workers and Operators of equipment, all workers are encouraged to participate in the Inspections process by raising concerns and pointing out hazards to the Supervisors, providing input and feedback through suggestions and recommendations.

  
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Virgil Gazzola, Vice-President

**March 10, 2023**

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Date



## Section 9-1 – Workplace Inspections

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### PURPOSE

Workplace inspections will be conducted to identify, monitor, follow-up and control or eliminate all hazards in compliance with the Occupational Health & Safety Act and the applicable Regulations.

### SCOPE

Workplace Inspections will help determine the degree of compliance with applicable legislation and site safety policies

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Will schedule each Health and Safety Worker Representative to conduct his/her scheduled inspection at minimum monthly or as directed by the inspection schedules at their current workplace location.
- Distribute Workplace Inspection documentation to be used to record the site specific health and safety observations.
- Set general workplace inspection schedule for all required workplace inspections.
- Retain all completed Workplace Inspection forms from all completed inspections at the conclusion of each project.
- Inspect for the completeness of inspections.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Develop corporate health and safety orientation documentation, policies and procedures where required.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.
- Ensure all company employees receive the appropriate training and workplace specific overviews.

Senior Management Responsibilities:

- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

## Section 9-1 – Workplace Inspections

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### Superintendent Responsibilities:

- Complete Weekly Workplace Inspections to be completed on all projects under authority according to the schedule and site-specific needs.
- Record the findings, observations and follow up activities on the Workplace Inspection form to demonstrate compliance.
- Site locations that are scheduled to last 5 working days or longer during a standard work week shall have a minimum of one weekly workplace inspection completed
- This Weekly workplace inspection requirement extends to sites where we operate as either a Contractor or Constructor.
- Review findings with each Foreman to ensure identified non-conformities to correct each unsafe condition.
- Assist in the follow-up on the findings and correction of each unsafe condition.
- Ensure that copies of completed workplace inspections are submitted on the 4S electronic platform.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

### Foreman Responsibilities:

- Participate in the workplace inspections with the Superintendent to identify unsafe conditions noted on the inspection report.
- Assist the Superintendent in the follow-up to the findings and correction of each unsafe condition.
- Ensure records of the corrected unsafe condition are recorded.
- Allow for follow up questions and clarification of topics as needed.
- Ensure, where reasonably possible, that every workplace party complies with all Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- Participate in the Workplace inspections as required.
- Advise Foreman if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.

## Section 9-1 – Workplace Inspections

### PROCEDURE:

The **Health and Safety Coordinator** ensures an appropriate inspection schedule outlining **Health and Safety Worker Representative** and **Foreman or Superintendent** Inspections.

Formal **Inspection Report Forms** detailing the findings, actions taken will be available on the 4S electronic platform. The Workplace Inspection schedule will be at the discretion of the **Foreman or Superintendent** or **Health and Safety Worker Representative** as is as follows:

Inspector	Frequency of Inspection	Date/ Day
<b>Superintendent or Foreman</b>	Weekly	To be determined at their location.
<b>Health and Safety Worker Representative</b>	Monthly	To be determined at their Site/ Industrial / Office location.

The **Health and Safety Worker Representative** will conduct his/her scheduled location specific workplace inspection using the **4S electronic platform** for the office, maintenance shop, and asphalt plant at minimum monthly or as directed by the inspection schedule at their current workplace location.

The **Superintendent** or **Foreman** will conduct a site level inspection using the 4S electronic platform at minimum Weekly as directed by the inspection schedule.

Identified Hazards will be rated based on the likelihood of personal injury or facility, material or equipment damage. This rating system is defined on each inspection form and will be recorded for each identified hazard as identified below.

<b>Risk Rating:</b> (Risk Rating takes into account the Frequency and Severity of the Hazard)			
Severity	Frequency		
	Low (Monthly)	Medium (Weekly)	High (Daily)
Low (First Aid/Minor property damage)	<b>C</b>	<b>B</b>	<b>B</b>
Medium (Medical Aid/Moderate property damage)	<b>C</b>	<b>B</b>	<b>A</b>
High (Critical Injury/High property damage)	<b>B</b>	<b>A</b>	<b>A</b>
<b>C</b>	Low Risk:	Low risk of injury or equipment / property damage.	
<b>B</b>	Medium Risk:	Medium risk of injury or equipment / property damage.	
<b>A</b>	High Risk:	High risk of injury or equipment / property damage.	

Each individual who completes a workplace inspection will ensure or assist in unsafe practices and/or conditions are corrected or scheduled to be completed through documented directive to the responsible parties.

Repeated and/or serious violations, will be cause for additional "Corrective Actions" or Progressive Disciplinary Actions where required.

## Section 9-1 – Workplace Inspections

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### **DISTRIBUTION:**

All inspection reports will be maintained on the 4S electronic platform upon completion for retrieval by the Superintendent, Foreman and or Health and Safety Coordinator.

### **RECORDS:**

Through the duration of the workplace inspection forms within our locations, all completed Workplace Inspection will be found on the 4S electronic platform and reviewed by the **Health and Safety Coordinator**.

The inspection report forms and any subsequent follow-up must be maintained on file for the duration of the project or facility and subsequently retained on file for seven years.

### **COMMUNICATION**

All information concerning workplace inspection reports will be communicated by senior management and the Joint Health and Safety Committee/Health and Safety Representative on a regular basis at the Management and the JHSC meetings. Potential communication with sub-contractors will be done on site by the Supervisor if required.

## Section 9-2 – Machinery and Equipment Inspections

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### PURPOSE

Pre-Operation Checklists of our commercial mobile vehicles (CVOR), machinery and/or equipment will have a pre-use inspection performed to ensure they maintain a functionality in accordance with the manufacturer specification and the legislative requirements.

### SCOPE

Pre-use inspection of our commercial mobile vehicles, machinery and/or equipment will help determine the degree of compliance with applicable legislation and site safety policies.

### RESPONSIBILITIES

Health and Safety Coordinator Responsibilities:

- Comply with all the requirements as defined under the Operators Manuals, Occupational Health and Safety Act and Regulations.
- Assist in developing corporate health and safety orientation documentation, policies and procedures where required.

Senior Management Responsibilities:

- Ensure all company employees receive the appropriate training and workplace specific overviews.
- Comply with all the requirements as defined under the Occupational Health and Safety Act and Regulations.
- Ensure that the equipment, materials and protective devices as prescribed are provided, maintained in good condition and used as prescribed.
- The measures and procedures prescribed are carried out in the workplace.

Project Manager Responsibilities:

- Ensure the Pre-Operation Checklists are available to be used to record the vehicle or equipment specific health and safety condition and observations.
- Ensure appropriate completion of all inspection checklists for various equipment/machinery.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

## Section 9-2 – Machinery and Equipment Inspections

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### Superintendent Responsibilities:

- Where applicable, review any findings with each required Foreman to ensure identified non-conformities to correct each unsafe condition from the Pre-Operation Checklists.
- Assist in the follow-up on the findings and correction of each unsafe condition.
- Ensure that copies of pre-operational inspection checklists are completed and submitted electronically for review by the Health and Safety Coordinator.
- Ensure equipment, materials and protective devices are provided, maintained and used as required at site and office locations.
- Provide required protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.

### Foreman Responsibilities:

- Participate in the review of the completed Pre-Operation Checklists with the Superintendent to identify unsafe conditions noted on the inspection reports.
- Assist the Superintendent in the follow-up to the findings and correction of each unsafe condition.
- Ensure records of the corrected unsafe condition are recorded.
- Allow for follow up questions and clarification of topics as needed.
- Ensure, where reasonably possible, that every workplace party complies with all Occupational Health and Safety Act and Regulations.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which they are aware of.
- Take every precaution reasonable in the circumstances for the protection of a worker.
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker.

### Workers Responsibilities:

- When as an approved operator, conduct an Equipment Pre-Operation Checklist using the 4S electronic platform.
- Record the findings, observations and follow up activities on the appropriate Equipment Pre-Operation Checklist to demonstrate compliance.
- Record all observations that demonstrate compliance and non-compliance as found during the inspections process.
- Advise Foreman if experiencing any difficulties with assigned tasks, or if assigned tasks are beyond perceived limitations or medically not capable of performing tasks.
- Works in the manner and with the protective devices, measures and procedures required by the Occupational Health and Safety Act and Regulations.
- Report to his or her Foreman any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device.



## Section 9-2 – Machinery and Equipment Inspections

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### PROCEDURE:

Trucks, Vehicles and Equipment which are CVOR registered or site equipment are required to be inspected every day when they are used prior to operating it at the beginning of a work shift. Forms to be used for this purpose are found on the 4S electronic platform. The inspections conducted daily by the by the operator will be called Pre-Use Inspections.

These Pre-Use Inspection requirements include a specific list of inspection items that must be on and ensure the operators follows the schedule for inspection at all times.

Any employee operating their own personal vehicle for authorized company business must have an appropriate class of license for the vehicle being operated and appropriate insurance coverage for operating a personal vehicle for business use. These vehicles do not require the use of our pre-trip inspection forms.

**Step 1** All commercial licensed mobile vehicles requiring CVOR compliance or exceeding 4500 Kg in weight and/ or required machinery/ equipment will be inspected on the 4S electronic platform using the Vehicle Inspection Circle Check.

**Step 2** All Mobile equipment and/ required machinery/ or equipment will be inspected on the 4S electronic platform using the Equipment Pre-Operational Checklist.

**Step 3** The **Project Manager** shall ensure availability and obtain or all completed inspection checklists for various equipment/machinery (i.e. commercial licensed mobile vehicles, Equipment and Machinery).

**Step 4** Reported defects or other deficiencies observed during pre-use inspections are documented on our inspection forms. Substandard or otherwise unsafe conditions must be rectified and made safe.

**Note:** If a hazardous condition is identified, the vehicle, equipment / machinery must not be used, rather taken out of service (locked out) and tagged – until repairs or adjustments have been made by an authorized person. The Foreman or Superintendent must be made aware of the circumstances immediately and given a copy of the inspection report and contact the appropriate certified service provider.

### DISTRIBUTION

Upon completion of the Inspection forms, any forms with defects will be electronically submitted to the shop forepersons for review and correction of the defects.

### RECORDS:

All Inspection forms related to vehicle and equipment will be maintained on the 4S electronic platform for retrieval by the individual operators / drivers, Health and Safety Co-ordinator and shop forepersons.

All inspections forms can be retrieved by the operators / drivers, should they be requested by the police, Ministry of Transportation representative or Ministry of Labour representative. These forms can be forwarded by email upon the officer or representative request.

## **Section 9-2 – Machinery and Equipment Inspections**

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### **COMMUNICATION**

Significant information concerning pre-use inspection reports will be communicated by senior management and the Joint Health and Safety Committee/Health and Safety Representative on a regular basis at the Management and the JHSC meetings.