

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.

Virgil Gazzola, General Manager

March 16, 2021

Date

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.
- Collect and file 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.

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 using (6-1-1 Form).
- 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 (hard copy or electronic) of completed workplace inspections are submitted to the Health and Safety Coordinator on a weekly basis.
- 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.

·

PROCEDURE:

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

Formal Inspection Report Forms detailing the findings, actions taken will be developed and distributed. The Workplace Inspection schedule will be at the discretion of the Foreman or Superintendent or Health and Safey Worker Representative as is as follows:

Inspector	Frequency of Inspection	Date/ Day
Superintendent or Foreman	Weekly	To be determined at their location.
Health and Safey Worker Representative	Monthly	To be determined at their Site/ Industriual / Office location.

The **Health and Safety Worker Representative** will conduct his/her scheduled location specific workplace inspection using **(9-1-2 - Form)** for the office and maintenance shop and **(9-1-3 - Form)** at the 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 Form **(9-1-1 - Form)** 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.

Risk Rating: (Risk R	Risk Rating: (Risk Rating takes into account the Frequency and Severity of the Hazard)							
	Frequency							
	Severity	Low	Medium	High				
		(Monthly)	(Weekly)	(Daily)				
	Low	Low C B B						
	Medium	С	В	Α				
	High	В	Α	Α				
E								
С	Low Risk:	Low risk of injury or equipment / property damage.						
В	Medium Risk:	Medium risk of injury or equipment / property damage.						
А	High Risk:	High risk of injury or equipment / property damage.						

Each individual who completes a workplace inspection will ensures 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.

DISTRIBUTION:

All inspection reports will be distributed as follows;

- Copy from the Superindentent to the Foreman
- Completed copies to the Health and Safety Coordinator

RECORDS:

Through the duration of the workplace inspection forms within our locations, all completed Workplace Inspection reports must be submitted to 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 indefinitely.

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 subcontractors will be done on site by the Supervisor if required.

1952	
TAZZOLA	
PAVING	
DOMESTICAL	

Jobsite Inspection Form

☐ Weekly (Foreman/Superintendent) ☐ Monthly (H&S Rep.)

ate of Last Monthl	v Inspection:	d	d /	m	m.	/ v	V	V١	/

Time:	Date: d d / m m / y y y y
Weather: (Temperature, Humidity, Conditions & Warnings)	

Project / Job Number:

Rating: **A** = high risk of injury or equipment / property damage. **B** = moderate risk of injury or equipment / property damage. **C** = low risk of injury or equipment / property damage. **N/A** = not applicable. Date: Every issue recognized, needs corrective actions identified (addressed in the Notes section) and the date the issue was resolved, recorded. Record an "R" if for repeating issues.

Site Location / GTAA OCC #: (Address, Nearest Location)

(✓: good, ★: needs improvement) Item Inspected:	Rating:	Date:	Item Inspected:	Rating:	Date:
General Requirements			Mobile Equipment		
☐ Adequate Lighting (ex. For night work)	АВС	dd/mm	☐ Back Up Alarms / Beacons Functioning (& sound horn twice before reversing)	АВС	dd/mm
☐ All labels on hazardous agents are in adequate condition (visible and readable)	АВС	dd/mm	☐ Minimize the need for reversing (drive through operations where possible)	АВС	dd/mm
☐ Danger / Warning signs posted where required	АВС	dd/mm	☐ Operator's Manual present	АВС	dd/mm
☐ Gas Cylinders (ex. properly secured, proper storage, protective caps in place)	АВС	dd/mm	☐ Path of Travel and Safe Limit of Approach being respected	АВС	dd/mm
☐ Gazz Cards and Inspections Completed (and handed in)	АВС	dd/mm	☐ Pre-use inspections complete and documented	АВС	dd/mm
☐ Jobsite Document Checklist is completed	АВС	dd/mm	☐ Signal Person used as required	АВС	dd/mm
☐ Jobsite is Clean and Orderly (Unobstructed Access and Egress)	АВС	dd/mm	□ Other	АВС	dd/mm
☐ Potable Drinking Water Present	АВС	dd/mm	Notes / Required Actions:		•
\square Tools and Equipment in adequate condition (ex. guards are in place)	АВС	dd/mm			
☐ Washroom Facilities clean and sanitary with soap/hand cleanser present	АВС	dd/mm	Personal Protective Equipment (PPE)		
□ Other	АВС	dd/mm	☐ Minimum PPE* (Hard Hat, Safety Boots & Reflective Clothing in good condition)	АВС	dd/mm
□ Other	АВС	dd/mm	☐ Additional PPE Available (ex. Safety Glasses, Ear Plugs, Specialized PPE as required)	АВС	dd/mm
Notes / Required Actions:			□ Other	АВС	dd/mm
			Notes / Required Actions:		
Emergency Response					
☐ Fire Extinguishers (ex. Located where required, charged, tagged and inspected)	АВС	dd/mm	Electrical Hazards	•	
☐ First Aid Kits and Eyewash (ex. Stocked, present)	АВС	dd/mm	Overhead danger signs in place	АВС	dd/mm
☐ Spill Kits (Stocked and Present for use if needed)	АВС	dd/mm	☐ Locates (verified, current, visible, kept with the operator)	АВС	dd/mm
□ Other	АВС	dd/mm	Other	АВС	dd/mm
Notes / Required Actions:			Notes / Required Actions:		
Vehicle Traffic			Trenches and Excavations		
☐ Book 7 compliant set-up	АВС	dd/mm	☐ Properly sloped as required (Shoring or Trench Box used)	АВС	dd/mm
☐ Traffic Control Devices (ex. Equipment as Blockers, Barriers, Crash Trucks)	АВС	dd/mm	☐ Adequate preventative protection in place (fencing, guard rails)	АВС	dd/mm
☐ Traffic Control Plans & Traffic Protection Plans are complete	АВС	dd/mm	☐ Spoil pile at least 1m from trench	АВС	dd/mm
☐ Trained Traffic Control Persons (with the manual present)	АВС	dd/mm	☐ Proper access / egress to trench	АВС	dd/mm
□ Other	АВС	dd/mm	□ Other	АВС	dd/mm
Notes / Required Actions:			Notes / Required Actions:		

Name of Person Filling out this form:	Project Superintendent's Signature:

1952 - 20	O ₂ Superior VEARS
CAZ	ZOLA

SI	hop / Office Inspection Form	INSPECTION TYPE
DEPARTMENT	DATE	(Please Check) Management
LOCATION	AUDITOR	H & S Committee

PLANTING	LOCATION	I			AUDI	TOR			H & S Co	
CHECK LIST	It	tem #	Hazard	Item(s) and Hazard(s) Observed		peat em	Corrective Action	Sı	upervisor Follo	w-Up
IOLISEKEEDING/SITE			Class	(and exact location)	YES	NO	Recommended	Act	tion Taken	Date
HOUSEKEEPING/SITE Doors & Doorways clear, Aisles, Stairs Garbage. Workspace tidy no trip haza				,	1 - 2					
MACHINERY/EQUIPMENT								+		
Daily Inspection, Guarding, Maintenar Goggles, Nip Points, Extension Cords Cabinets, Proper Blocking/Chocking to novement.	, Storage									
PERSONAL PROTECTIVE EQUIPME	≣NT									
Hard Hats, Safety Shoes or Boots, Eye Protection, Hearing Protection, Gloves Appropriate Signage for PPE.										
<u>LIGHTING</u> Portable, Overheads, Exterior, Garage	es.									
<u>LADDERS, STAIRS</u> Ladders, Tie Offs, Hand Rails, Ramps Driveways, and Walkways.	3,									
FIRE PROTECTION Emergency Plans, Combustible Mater Sources of Combustion, Extinguishers	s, Signage,									
Emergency Exit Signs (identified, unol and operational).	bstructed									
<u>HEALTH HAZARDS</u> Dust, Gases, Smoke, Fumes (welding Noise, Toxic Materials, Sharps.	& diesel),									
FIRST AID										
WSIB Poster (Form 82), Location, Equ Cleanliness, Kit, Certificates, Inspection List of First Aid Trained Employees.										
ELECTRICAL EQUIPMENT Outlets (covers/protectors), Garage Do Operators, Ground Fault Interrupters,										
Electrical Equipment Secured, Electric (free from obstruction, labelled for use Cords.										
OTHER SAFETY EQUIPMENT Compressed Gas Storage, Cylinders s Jnused Propane Cylinders Stored Ou										
Adequate Ventilation, and Eye Wash S	Station	OMME	NTS- (Any of	oservations not previously noted and po	citive food	hack)				
OTHERS Confined Space, Lifting Devices, Ergo Quality, WHMIS Station; Storage, Ider	onomics, Air		MIG. (Ally OR	oservations not previously noted and po	Silive reed	uauk)				
and Labelling of materials.	Н	IAZARD	CLASSIFIC	CATION:			Supervisor:			
SAFETY BOARD Legislation (Green Book), Committee Names & Minutes, Policy Statement, (Sytrote Roctor, Hoalth and Safety Me	Member OHSA	Class A Class B	HIGH RI MODER	ISK OF INJURY OR EQUIPMENT / PRO ATE RISK OF INJURY OR EQUIPMEN SK OF IN ILIRY OR FOLIDMENT / PRO	IT / PROPI	ERTY DAMAG		·n·		

9-1-2 – Form Version Date: March 16, 2021



Asphalt Plant Inspection Form

•	Ti	r	Υ	١	e

Date: d d / m m / y y y y

(To be completed Monthly)

Weather: (Temperature, Humidity, Conditions & Warnings)

Rate: A-high risk of injury or equipment / property damage. B-moderate risk of injury or equipment / property damage. C-low risk of injury or equipment / property damage. N/A-not applicable. Date: Every issue recognized, needs corrective actions identified (addressed in the Notes section) and the date the issue was resolved, recorded. Record an "R" if for repeating issues.

(✓: good, ★: needs improvement) <u>Item Inspected:</u>	Rate:	Date:	Item Inspected:
General Requirements			Emergency Response
☐ Jobsite Document Checklist is complete	АВС	dd/mm	☐ Fire Extinguishers are present, charged and
☐ Plant start up warning is functioning	АВС	dd/mm	☐ First Aid Kits, Eyewash & Spill Kits are prese
☐ Jobsite is clean and orderly (unobstructed access and egress)	АВС	dd/mm	☐ Other
☐ "Authorized Entry Only" "Danger" & "Warning" Signs as require	d ABC	dd/mm	Notes / Required Actions:
☐ Smoking only occurs in designated areas	АВС	dd/mm	
☐ Adequate Lighting is present (ex. for night work)	АВС	dd/mm	Manual Material Handling
☐ Potable drinking water & Sanitary Washrooms are present	АВС	dd/mm	☐ Minimize High Repetitions, High Loads, and
☐ All labels on hazardous agents are visible and readable	АВС	dd/mm	□ Other
☐ Cylinders are secure, and stored up-right with protective caps	АВС	dd/mm	Notes / Required Actions:
☐ Proper storage of material and equipment	АВС	dd/mm	
☐ Tools, Equipment & Vehicles are in adequate condition	АВС	dd/mm	Confined Space (CS)
☐ Lock-Out Procedures are performed (locks and tags available)	АВС	dd/mm	☐ CS is adequately secured with signage
□ Other	АВС	dd/mm	☐ CS Entry Procedures are followed (no unau
□ Other	АВС	dd/mm	□ Other
Notes / Required Actions:			Notes / Required Actions:

		<u>Date:</u>
Emergency Response		
☐ Fire Extinguishers are present, charged and inspected	АВС	dd/mm
\square First Aid Kits, Eyewash & Spill Kits are present, stocked & inspecte	d ABC	dd/mm
□ Other	АВС	dd/mm
Notes / Required Actions:		
Manual Material Handling		
☐ Minimize High Repetitions, High Loads, and Awkward Postures	АВС	dd/mm
☐ Other	АВС	dd/mm
Notes / Required Actions:		
		•
Confined Space (CS)		
☐ CS is adequately secured with signage	АВС	dd/mm
☐ CS Entry Procedures are followed (no unauthorized access)	АВС	dd/mm
☐ Other	АВС	dd/mm

(✓: good, ≭: needs improvement) <u>Ite</u>	m Inspected:	Rate:	Date:	Item Inspected:	Rate:	Date:
Electrical Hazards				Mobile Equipment		
☐ High Voltage areas are labelled and secured	I	АВС	dd/mm	☐ Minimize reversing (drive-through operations where possible)	АВС	dd/mm
☐ GFCIs are present, in adequate condition		АВС	dd/mm	☐ Back-up warning signs present	АВС	dd/mm
☐ Electrical / Extension cords have Ground Pir	ns intact	АВС	dd/mm	☐ Alarms / beacons functioning (sound horn twice before reversing)	АВС	dd/mm
□ Other		АВС	dd/mm	☐ Mirrors (in good repair) and a Signal Person used as required	АВС	dd/mm
□ Other		АВС	dd/mm	☐ Path of Travel and Safe Limit of Approach being respected	АВС	dd/mm
Notes / Required Actions:				☐ Equipment pre-use inspections & the operator's manual present	АВС	dd/mm
				Notes / Required Actions:	-1	
Personal Protective Equipment (PPE)						
☐ PPE* in good condition (Hard Hat, Safety Bo	oots & High Vis.)	АВС	dd/mm	Conveyors		
☐ Additional PPE Available (ex. Safety Glasses,	, Ear Plugs)	АВС	dd/mm	☐ Moving parts and Pinch Points are Guarded	АВС	dd/mm
☐ Specialized PPE Available (ex. Arch Flash & E	Electrically Insulated)	АВС	dd/mm	☐ Guards are present beneath conveyors preventing falling debris	АВС	dd/mm
□ Other		АВС	dd/mm	□ Other	АВС	dd/mm
Notes / Required Actions:				Notes / Required Actions:		•
Working at Heights				Hoisting		
\square Ladders are adequately protected and in go	od repair (i.e. caged)	АВС	dd/mm	☐ Chains & Slings Labelled, Rated, in Good Repair & Stored Properly	АВС	dd/mm
\square Cat Walks and Ramps have adequate Fall Pr	otection in place	АВС	dd/mm	☐ Logs and Manuals updated & Available	АВС	dd/mm
\square Guardrails complete (top rail, mid rail and to	oe board present)	АВС	dd/mm	☐ Competent Signal Person (Used when Required)	АВС	dd/mm
\square Fall Arrest Harness and Lanyard in adequate	e condition	АВС	dd/mm	☐ Come Along Chain Hoists & Safety Latches on Hooks in Good Repair	АВС	dd/mm
□ Other		АВС	dd/mm	□ Other	АВС	dd/mm
Notes / Required Actions:				Notes / Required Actions:		

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:

- Distribute the Equipment Pre-Operation Checklist package to be used to record the vehicle or equipment specific health and safety condition and observations.
- Ensure appropriate distribute and obtain or all completed 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.

Superintendent Responsibilities:

 Where applicable, review any findings with each required Foreman to ensure identified nonconformities to correct each unsafe condition from Equipment Pre-Operation Checklist package.

- Assist in the follow-up on the findings and correction of each unsafe condition.
- Ensure that copies (hard copy or electronic) of completed workplace inspections are submitted to the Health and Safety Coordinator on a weekly basis.
- 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 Equipment Pre-Operation Checklist package 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:

- When as an approved operator, conduct an Equipment Pre-Operation Checklist using the provided package of your assigned equipment.
- Record the findings, observations and follow up activities on the appropriate Equipment Pre-Operation Checklist package 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.

PROCEDURE:

Trucks, Vehicles and Equipment which are CVOR register 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 as follows within the document **(9-2-1 Form)** for Equipment and **(9-2-2 Form)** for CVOR vehicles. 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.

- All commercial licensed mobile vehicles requiring CVOR compliance or exceeding 4500 Kg in weight and/ or required machinery/ equipment will be inspected on a preuse basis using **(9-2-2 Form).**
- Step 2 All Mobile equipment and/ required machinery/ or equipment will be inspected on a pre-use basis using (9-2-1 Form).
- <u>Step 3</u> The **Project Manager** shall ensure appropriate distribute 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 provided.

DISTRIBUTION

Upon completion of follow-up activities, copy to the Project Manager

RECORDS:

Through the duration of the project or facility location, all Pre-use Inspection reports must remain in the safety files for review by the Health and Safety Coordinator and/or authorities having jurisdiction.

The Pre-use 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 a minimum of six (6) months and if a defect has been noted for a minimum of two (2) years.

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.



Equipment Pre-Operational Checklist Instructions

A pre-operational safety inspection and the Equipment Pre-Operational Checklist is to be completed at the start of every shift by the operator, prior to using any equipment.

NO EXCEPTIONS.

The Equipment Pre-Operational Checklist is to be signed and dated by the worker and the foreman/supervisor to ensure that the pre-operational safety inspection has been completed and defects are reported as required.

The equipment is to be maintained, used and inspected in accordance with the manufacturer's requirements. The operator's manual is the best reference for information regarding equipment safety inspections and safe operation. Every operator must be familiar with the contents of the operator's manual for every piece of equipment they operate.

The attached Equipment Pre-Operational Checklist is a general outline of the components and areas of the equipment that are to be inspected.

Equipment operators must be competent and trained on the specific equipment that they operate. Operators of cranes, forklifts and power elevated work platforms, require specific training to be considered competent. Cranes, forklifts and powered elevated work platforms (PEWP) require the completion of a separate, equipment-specific Pre-Operational Checklist.

EQUIPMENT SHALL NOT BE OPERATED/MOVED BY AN UNTRAINED WORKER.

Reporting Mechanical Defects Requiring Repair

The equipment operator is to check the "YES" box, circle the item in the list on the right and write the specific details about all items requiring service, as well as immediately report all problems to the Foreman/Superintendent. The white copy of the Equipment Pre-Operational Checklist is forwarded to the mechanics and the yellow copy remains in the book. The Foreman/Superintendent will notify the mechanical department of the reported equipment problems. Any safety related mechanical problems are to be repaired prior to using the equipment.

UNSAFE EQUIPMENT SHALL NOT BE OPERATED.

Inspection Time: 6:45 am



Equipment #: R38

Operator Name (Print):

Chris P. Bacon

GAZZOLA PAVING LIMITED

529 CARLINGVIEW DRIVE, ETOBICOKE, ONTARIO M9W 5H2
TEL: 416-675-7007 • FAX: 416-675-4370

EQUIPMENT PRE-OPERATIONAL INSPECTION

(This form is to be used for ALL mobile equipment except cranes, forklifts & PEWPs)

Hour/km: 2098

		·						
☑ Please check the box indicating that the operator has read and understands the operator's manual regarding information about equipment safety inspections and safe operation.								
Defects Noted Equipment Components or Areas Inspected: YES or NO								
	☐ Engine Area: clean and check the radiator, belts, hoses							
		Fluid Levels: engine oil, transmission oil, hydraulic oil, coolant, greasing system						
V		Safety Devices: back-up alarm, born, mirrors (clean & adjusted), warning stickers / signs (in place & legible), emergency stop, seatbelts (must be used by the operator when seated), handholds, guardrails, steps (clean, ensure 3-point contact), machine guarding, lift arm safety supports						
V		Lights: yellow / blue beacon(s), headlights flood lights marker lights, signal lights, brake lights, tail lights						
	V	Additional Equipment: operator's manual (mandatory); first aid kit & fire extinguisher (if equipped)						
	V	Operator Controls: breaking & emergency braking (under load), gauges, switches, windows, wipers, operator control functions: steering, throttle, transmission						
	V	Operational Check: conveyors, bucket, loader arms, feed & discharge points, tires, tracks, forks, quick coupler locked, attachments						
When an operator finds a defect(s) in operator controls and/or braking systems that could allow uncontrolled movement, the operator will immediately stop using the equipment and report the defect to the Foreman / Superintendent. The Foreman / Superintendent will immediately request a repair. The equipment is NOT to be operated until the repair has been completed.								
Note Items to be Repaired: 1. Back up alarm not working								
2. Real	r, right fl	ood light not working						
3.	3.							
4. (The R38 is parked at Lawrence and Banbury Road, Toronto)								

Date:

17/08/2016

Signature:

Chris Bacon



GAZZOLA PAVING LIMITED

529 CARLINGVIEW DRIVE, ETOBICOKE, ONTARIO M9W 5H2 TEL: 416-675-7007 • FAX: 416-675-4370

EQUIPMENT PRE-OPERATIONAL INSPECTION

	(This fo	orm is to be used	for ALL mobile equipme	nt except cranes, forklifts & PEWPs)					
Equipm	ent #:		Hour/km:	Inspection Time:					
□ Please check the box indicating that the operator has read and understands the operator's manual regarding information about equipment safety inspections and safe operation.									
Defects Noted Equipment Components or Areas Inspected: YES or NO									
		Engine Area: clean and check the radiator, belts, hoses							
		Fluid Levels: 6 system	Fluid Levels: engine oil, transmission oil, hydraulic oil, coolant, greasing						
		Safety Devices: back-up alarm, horn, mirrors (clean & adjusted), warning stickers / signs (in place & legible), emergency stop, seatbelts (must be used by the operator when seated), handholds, guardrails, steps (clean, ensure 3-point contact), machine guarding, lift arm safety supports							
		_	Lights: yellow / blue beacon(s), headlights, flood lights, marker lights, signal lights, brake lights, tail lights						
		Additional Equipment: operator's manual (mandatory); first aid kit & fire extinguisher (if equipped)							
		Operator Controls: breaking & emergency braking (under load), gauges, switches, windows, wipers, operator control functions: steering, throttle, transmission							
	Operational Check: conveyors, bucket, loader arms, feed & discharge points, tires, tracks, forks, quick coupler locked, attachments								
When an operator finds a defect(s) in operator controls and/or braking systems that could allow uncontrolled movement, the operator will immediately stop using the equipment and report the defect to the Foreman / Superintendent. The Foreman / Superintendent will immediately request a repair. The equipment is NOT to be operated until the repair has been completed.									
		Repaired:							
6.									
7.									
8.									
Operato	or Name	(Print):	Signature:	Date:					

Vehicle Inspection (Circle Check)

Stage 1 **ENGINE COMPARTMENT** Before engine start-up, check:



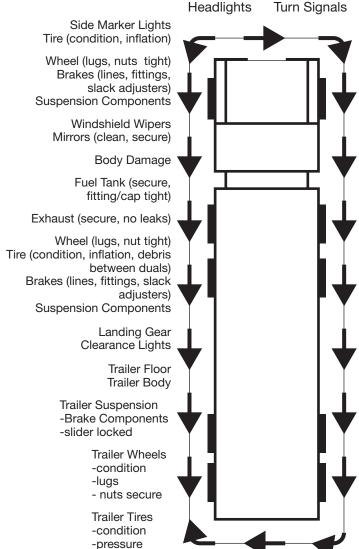
Licence Plate(s)

Turn Signals

- engine oil and coolant levels;
- all drive belts and coolant hoses
- electrical wiring and connections
- other fluid levels (i.e. windshield washer)
- steering Linkage
- Suspension Compartments
- Brake Components

DO NOT SMOKE WHEN CONDUCTING **ENGINE COMPARMENT CHECKS**

Stage **Outside Circle Check** Exit cab and check:



Stage 2 **IN-CAB INSPECTION & ENGINE START** Enter the cab and:

- adjust seat and mirrors
- check windows/mirrors (clean)
- start engine

Check:

- horn
- wipers/washers
- gauges
- low air pressure warning signals/light
- unusual noises
- emergency equipment

When air system is fully charged:

- listen for air leaks
- apply brakes and check pressure drop Turn on:
- low beam headlights
- left turn signal

Side Marker Lights Tire (condition, inflation)

Wheel (lugs, nuts tight)

Brakes (lines, fittings, slack adjusters) Suspension Components Side Marker Lights

Mirrors (clean, secure) Body Damage

Fuel Tank (secure, cap tight) Exhaust (secure, no leaks)

Glad Hands (condition, connections)

Fifth Wheel

- -mounting & fasteners
- -locking device (engaged)
- -lower coupler plate (condition/connection)

Wheels (lugs, nuts tight)

Tires (condition, inflation, debris between duals)

Brakes (lines, fittings, slack adjusters)

Suspension Components

Clearance Lights

Trailer Body Trailer Floor

Trailer Suspension -Brake Components

-slider locked

- Trailer Wheels -condition
- -lugs
- -nuts secure
- Trailer Tires
- -condition -pressure

Brakes (lines, fittings, slack adjusters)

Tail Lights Licence Plate(s) & Light Turn Signals Clearance Lights

Other:

- Documentation (Ownership or lease agreement, CVOR, Insurance, etc.)
- Tools
- Fire Extinguishers (condition / charge)
- Flares/Reflective Triangles
- Load Security Devices
- First Aid Kit

VEHICLE	E INSPECTION LOG		Date	Day 22	Month 05	2014
Carrier: Gazzola Paving Limited Attwell Haulage Limited	Truck/Tractor Licens ONT ABC					
Principle Address:	Truck Unit #: Starting Odometer Reading					
529 Carlingview Drive Etobicoke, Ontario M9W 5H2		100	120699 KM			
Home Terminal Address (if different from	Trailer(s) License #: ONT DEF	1 56				
		Trailer Unit #:	2			
I declare that the vehicle(s) shown above h	nas (have) been inspected in	accordance with the O	ntario Regul	lation 199	/07. Comme	ercial Motor Vehicle
Driver #1 Signature:	Driver #2 Signature:		Driver #3	Signature	:	
Driver #1 Name: JOHN SMITH	Driver #2 Name:		Driver #3	Name:		
Time of Inspection: 6:30 AM	Time of Inspection:		Time of In	spection:		
	No Major or Minor D Defects need not be Defects Corrected	efects Found corrected for safe ope	eration			
Minor Defects:		Major Defects (Vehi	icle not to b	e operate	d until repa	ired):
1.1 10.1 1.2 11.1 2.1 12.1 3.1 14.1 4.1 14.2 6.1 15.1 7.1 17.1 8.1 17.2 9.1 18.1 18.2	19.1 20.1 20.2 20.3 21.1 21.2 22.1 22.2 23.1 232	1.3 1.4 1.5 1.6 1.7 2.2 3.2 3.3 4.2 4.3 4.4 5.1 7.2 8.2 8.3		10.2 11.2 12.2 12.3 13.1 15.2 17.3 17.4 17.5 17.6 17.7 18.3 18.4 18.5		19.2 19.3 20.4 20.5 20.6 20.7 21.3 21.4 21.5 21.6 21.7 22.3 22.4 22.5 23.3
Minor repairs completed on (dd/mm/yy): Signature:		Major repairs comp Signature:	leted on (do	d/mm/yy):		
Comments: (Repairs completed by drive	r to be detailed in this section	nn)				
Driver side se	eat belt not w	orking.				
Notes: 1. Any defects to be repaired daily to supervis 2. The driver must have the applicable daily in 3. Daily inspections are vaild for 24 hours; after	spection schedule in his posses	ssion at all times while in				

VEHICLE	INSPECTION LOG		Date	Day 22	Month 05	Year 2014	
Carrier: Gazzola Paving Limited Attwell Haulage Limited	Truck/Tractor Licens						
Principle Address: 529 Carlingview Drive Etobicoke, Ontario M9W 5H2	Truck Unit #: 100 Trailer(s) License #:		Starting Odometer Reading 120699 KM				
Home Terminal Address (if different from a	ONT DEF	456					
		TIZ	2				
I declare that the vehicle(s) shown above h	as (have) been inspected in a	ccordance with the O	ntario Regul	ation 199	/07. Comme	ercial Motor Vehicle	
Driver #1 Signature:	Driver #1 Signature: Driver #2 Signature:			Signature	:		
Driver #1 Name: JOHN SMITH	Driver #2 Name:		Driver #3 I	Name:			
Time of Inspection: 6:30 AM	Time of Inspection:		Time of In	ispection:			
No Major or Minor Defects Found Defects need not be corrected for safe operation Defects Corrected							
Minor Defects:		Major Defects (Veh	icle not to b	e operate	d until repa	aired):	
1.1 10.1 1.2 11.1 2.1 12.1 3.1 14.1 4.1 14.2 6.1 15.1 7.1 17.1 8.1 17.2 9.1 18.1 18.2	19.1 20.1 20.2 20.3 21.1 21.2 22.1 22.2 23.1 232	1.3 1.4 1.5 1.6 1.7 2.2 3.2 3.3 4.2 4.3 4.4 5.1 7.2 8.2 8.3		10.2 11.2 12.2 12.3 13.1 15.2 17.3 17.4 17.5 17.6 17.7 18.3 18.4 18.5		19.2 19.3 20.4 20.5 20.6 20.7 21.3 21.4 21.5 21.6 21.7 22.3 22.4 22.5 23.3	
Minor repairs completed on (dd/mm/yy): Signature:		Major repairs comp Signature:	oleted on (do	d/mm/yy):			
Comments: (Repairs completed by driver Notes: 1. Any defects to be repaired daily to supervise							

- Any defects to be repaired daily to supervisor and notification given to head office (416-073-7007)
 The driver must have the applicable daily inspection schedule in his possession at all times while in control of the commercial motor vehicle.
 Daily inspections are vaild for 24 hours; after the inspection ceases to be valid, the driver shall submit the Daily Inspection Report to the operator.

VEHICLE INSPECTION LOG		Date	Day	Month	Year	
Carrier: Gazzola Paving Limited Attwell Haulage Limited	Truck/Tractor Licens ONT	se #:				
Principle Address: 529 Carlingview Drive Etobicoke, Ontario M9W 5H2	Truck Unit #:		Starting Odometer Reading KM			
Home Terminal Address (if different from above):	Trailer(s) License #: ONT					
	Trailer Unit #:					
I declare that the vehicle(s) shown above has (have) been inspected in	accordance with the Or	ntario Regul	lation 199	/07. Comme	ercial Motor Vehicle	
Driver #1 Signature: Driver #2 Signature:		Driver #3 Signature:				
Driver #1 Name: Driver #2 Name:		Driver #3	Name:			
Time of Inspection: Time of Inspection:		Time of In	inspection:			
No Major or Minor Defects Found Defects need not be corrected for safe operation Defects Corrected						
Minor Defects:	Major Defects (Vehi	cle not to b	e operate	d until repa	aired):	
1.1 10.1 19.1 1.2 11.1 20.1 2.1 12.1 20.2 3.1 14.1 20.3 4.1 14.2 21.1 6.1 15.1 21.2 7.1 17.1 22.1 8.1 17.2 22.2 9.1 18.1 23.1 18.2 23.2	1.3 1.4 1.5 1.6 1.7 2.2 3.2 3.3 4.2 4.3 4.4 5.1 7.2 8.2 8.3		10.2 11.2 12.2 12.3 13.1 15.2 17.3 17.4 17.5 17.6 17.7 18.3 18.4 18.5		19.2 19.3 20.4 20.5 20.6 20.7 21.3 21.4 21.5 21.6 21.7 22.3 22.4 22.5 23.3	
Minor repairs completed on (dd/mm/yy): Signature:	Major repairs comp Signature:	leted on (do	d/mm/yy):			
Notes: 1. Any defects to be repaired daily to supervisor and notification given to hea 2. The driver must have the applicable daily inspection schedule in his posse 3. Daily inspections are valid for 24 hours; after the inspection ceases to be very comment of the second comments.	d office (416-675-7007) ssion at all times while in c					

SCHEDULE 1

SYSTEMS and COMPONENTS for TRUCK, TRACTOR and TRAILERS

Minor Defect(s) are Outside of Red Border Areas — MAJOR Defect(s) are INSIDE Red Border areas with Bold Letters.



Original Inspection System®

Part 1. AIR BRAKE SYSTEM

A-audible air leak

B—slow air pressure build-up rate

C—pushrod stroke of any brake exceeds the adjustment limit

D—air loss rate exceeds prescribed limit

E—inoperative towing vehicle (tractor) protection system

F—low air warning system fails or system is activated

G—inoperative service, parking or emergency brake

Part 2. CAB

A—occupant compartment door fails to open

B—any cab or sleeper door fails to close securely

Part 3. CARGO SECUREMENT

A—insecure or improper load covering

B—insecure cargo

C—absence, failure, malfunction or deterioration of required cargo securement device or load covering

Part 4. COUPLING DEVICES

A—coupler or mounting has loose or missing fastener

B—coupler is insecure or movement exceeds prescribed limit

C—coupling or locking mechanism is damaged or fails to lock

D—defective, incorrect or missing safety chain or cable

Part 5. DANGEROUS GOODS

A—dangerous goods requirements not met

Part 6. DRIVER CONTROLS

A—accelerator pedal, clutch, gauges, audible and visual indicators or instruments fail to function properly

Part 7. DRIVER SEAT

A—seat is damaged or fails to remain in set position

B—seatbelt or tether belt is insecure, missing or malfunctions

Part 8. ELECTRIC BRAKE SYSTEM

A—loose or insecure wiring or electrical connection

B—inoperative breakaway device

C—inoperative brake

Part 9. EMERGENCY EQUIPMENT & SAFETY DEVICES

A-emergency equipment is missing, damaged or defective

Part 10. EXHAUST SYSTEM

A—exhaust leak, except as described in Column 3 (below)

B—leak that causes exhaust gas to enter the occupant compartment

Part 11. FRAME and CARGO BODY

A—damaged frame or cargo body

B-visibly shifted, cracked, collapsing or sagging frame member

Part 12. FUEL SYSTEM

A-missing fuel tank cap

B-insecure fuel tank

C—dripping fuel leak

Part 13. GENERAL

A-serious damage or deterioration that is noticeable and may affect the vehicle's safe operation

Part 14. GLASS and MIRRORS

A—required mirror or window glass fails to provide the required view to the driver as a result of being cracked, broken, damaged, missing or maladjusted

B—required mirror or glass has broken or damaged attachments onto vehicle body

Part 15. HEATER / DEFROSTER

A-control or system failure

-defroster fails to provide unobstructed view through the windshield

Part 16. HORN

A-vehicle has no operative horn

Part 17. HYDRAULIC BRAKE SYSTEM

A—brake fluid level is below indicated minimum level

B-brake boost or power assist is not operative

C-brake fluid leak

D—brake pedal fade or insufficient brake pedal reserve

E-activated (other than ABS) warning device

F-brake fluid reservoir is less than 1/4 full

G—parking brake is inoperative

Part 18. LAMPS and REFLECTORS

A—required lamp does not function as intended

B—required reflector is missing or partially missing

When use of lamps is required:

C-failure of both low-beam headlamps

D—failure of both rearmost tail lamps

At all times:

E—failure of a rearmost turn-indicator lamp

F—failure of both rearmost brake lamps

Part 19. STEERING

A—steering wheel lash (free-play) is greater than normal

B—steering wheel is insecure, or does not respond normally

C—steering wheel lash (free-play) exceeds prescribed limit

Part 20. SUSPENSION SYSTEM

A-air leak in air suspension system

B-a broken spring leaf

C—suspension fastener is loose, missing or broken

D-damaged, (patched, cut, bruised, cracked to braid or deflated) air bag or insecurely mounted air bag

E—cracked or broken main spring leaf or more than one broken spring leaf

-part of spring leaf or suspension is missing, shifted out of place or is in contact with another vehicle component

G-loose U-bolt

Part 21. TIRES

A-damaged tread or sidewall of tire

B-tire leaking, if leak cannot be heard

(C.1) - tire leaking, if leak can be felt or heard

D—tire tread depth is less than wear limit

E—tire is in contact with another tire or any vehicle component other than mud-flap

F—tire is marked "Not for highway use"

G-tire has exposed cords in the tread or outer sidewall area

Part 22. WHEELS, HUBS and FASTENERS

A—hub oil below minimum level (when fitted with sight glass)

B-leaking wheel seal

C-wheel has loose, missing or ineffective fastener

D—damaged, cracked or broken wheel, rim or attaching part

E-evidence of imminent wheel, hub or bearing failure

Part 23. WINDSHIELD WIPER / WASHER

A—control or system malfunction

B—wiper blade is damaged, missing or fails to adequately clear driver's field of vision

When use of wipers or washer is required:

C—wiper or washer fails to adequately clear driver's field of vision in area swept by driver's side wiper