

TOOLBOX TALK

DISCUSS WITH CREWS

mm/dd/yyyy

WORKSITE INSPECTIONS

Topic Overview

Inspections are the most reliable way to learn about work and detect, correct, and reduce potential losses before they happen. Not only worksite conditions, but vehicles, equipment, tools, and personal protective equipment all benefit from having pre-use inspections as well as periodic in-depth inspections.

A regular inspection program is a good way to

1. Learn and understand more about operations in the field.
2. Identify problems not anticipated during design or task analysis.
3. Identify equipment deficiencies.
4. Identify the effects of changes in process or materials

Commit to completing regular inspections of equipment, worksites and processes to ensure that your company operates in accordance with industry standards and complies with applicable legislative requirements.

Worksite inspections

Worksite inspections should be conducted on all construction sites either daily or weekly. Inspections are to be completed by a supervisor and a worker representative. When completing the inspection form, be sure to review each item as you perform an inspection. When conducting inspections, ensure that documented inspection records are being completed.

For each hazard identified, the following information must be documented: **(Show the crew an inspection form as you are reading this).**



When a hazard is observed

1. Identify the specific hazard, including the location.
2. Rank the hazard as an A, B, C or low, moderate, high hazard level rating, depending on the severity of the hazard.
 - a. A/High Hazard – Imminent hazard which requires immediate action.
 - b. B/Moderate Hazard – Hazardous condition or activity which is not imminently dangerous but should be attended to as soon as possible.
 - c. C/Low Hazard – Minimal hazard. Continue working.

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3. Enter a corrective action.
 - a. Describe the steps that were taken to correct the hazard. (Example above: Worker was instructed to wear a respirator and he complied immediately).
 - b. In certain cases, two separate corrective actions may need to take place. For instance, if a hand tool needs to have a guard installed before it can be used, a supervisor might write that the initial corrective action is to “take the tool out of service, tag it out, and fill out a repair form” on the daily employee field report form. The secondary corrective action would be to “replace the guard”.
 - c. It is important to document the immediate action that is taken to eliminate the hazard, to demonstrate due diligence.
4. Enter a Corrective action completion – by whom/date. Write to the person responsible for the corrective action, as well as the date it was completed.

A general notes section should be used to provide a general description of the worksite condition and operations. For instance, one could say “Site is in good condition; all workers have been oriented and are abiding by the safety rules.”

If more than one supervisor is working on a site, the supervisors can complete a safety inspection together, or each supervisor can complete an inspection of their work area, including their vehicle.

3 Questions to Generate Discussion

1. What is one way you can be involved in the inspection process?
2. Can you give an example of an incident in which an inspection helped identify and correct a potentially harmful situation, loss, or deficiency?
3. Think of one improvement that would help make your inspections more useful.

TOOLBOX TALK

LOCATION		DATE	
PRESENTED BY		TIME	

Review previous Workplace Inspections

Review previous Accident/Incident/Near Misses

Other Safety Issues or Suggestions made by Staff

Attendance Record

NAME	SIGNATURE	NAME	SIGNATURE

TOOLBOX MEETING REVIEWED	NAME (PRINT)	SIGNATURE	DATE
MANAGEMENT REP			
WORKER REP			