



SAFETY MANUAL

INSPECTION POLICY & PROCEDURE

POLICY

Electric Motor Service Limited is committed to identifying health and safety hazards, monitoring the effectiveness of prevention activities and initiating corrective action to maintain a safe and healthy working environment. It is expected that inspections will be performed at every EMSL location at least monthly or 12 times a year and include all areas of the operation.

Purpose of inspections:

1. To provide a format for conducting monthly occupational health and safety inspections.
2. To regularly evaluate the workplace to identify existing, potential and new hazards.
3. To determine risks and develop solutions to eliminate or control hazards.
4. To ensure that controls for hazards are working.
5. To ensure the workplace is a healthy and safe place for employees.
6. To commend employees for good working conditions and practices.

INSPECTION PROCEDURES

1. Inspection Teams will comprise of no fewer than four employees, at least one Manager, one Supervisor, one Health and Safety Committee Member or Health and Safety Representative and one worker who will use the following tools to conduct monthly inspections:
 - a. Monthly Inspection Checklist form;
 - b. Previous month's inspection form;
 - c. Accident/injury reports to review if corrective action, if needed, has been taken.
2. It is expected that any hazards or unsafe conditions observed while conducting the inspection will be corrected immediately where possible. The hazard or conditions will be recorded on the Inspection Checklist form.

After the Inspection:

1. The Inspection Team will forward the original completed form to the Safety Manager for review. Employees conducting the inspection must sign the original inspection form.
2. Deficiencies which could not be corrected immediately will be reviewed by management who will establish a timeframe to correct these deficiencies. These corrective actions will include: the recommended action, who will complete the corrective action and expected date of completion.
3. Any continuous outstanding issues will be communicated to employees at the Monthly Safety Meeting as well as documented in the Monthly Safety Meeting Minutes.

Informal Inspections:

Both Managers and Supervisors are responsible to perform informal inspections on an ongoing, daily basis in all facilities and employees that they control.

President

Date:

Jan 27/20

CFO

Date:

JAN 17/20





INSPECTION CHECKLIST

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INSPECTION DATE:	MANAGER: (PRINT NAME & INITIAL)	SUPERVISOR: (PRINT NAME & INITIAL)
INSPECTION LOCATION:	COMMITTEE REPRESENTATIVE: (PRINT NAME & INITIAL)	WORKER: (PRINT NAME & INITIAL)
AREA(S) INSPECTED:		

1.0	AISLEWAYS, CORRIDORS AND STAIRWAYS (INTERIOR AND EXTERIOR)	Y	N/A	N
1.1	Are aisles, corridors and stairways clear, unobstructed, and free of litter?			
1.2	Are these areas free of slip, trips, or fall hazards?			
1.3	Are there adequate railings, cautions, and warning signs to indicate and guard against personal hazards?			

2.0	CRANES/HOISTS/LIFTING DEVICES	Y	N/A	N
2.1	Have crane logs been properly filled out?			
2.2	Are slings and lifting equipment in good condition - not showing visible wear or damage?			
2.3	Have cranes been inspected prior to use? (log books)			
2.4	Is proper lifting procedure being followed?			

3.0	EMERGENCY PROTOCOL	Y	N/A	N
3.1	Are emergency routes posted throughout the site?			
3.2	Are the man down drill horns in proper locations?			
3.3	Have tagged out/locked out items been properly identified and/or tagged correctly?			

4.0	ERGONOMIC FACTORS	Y	N/A	N
4.1	Do personnel use proper lifting techniques?			

5.0	EXITS, WALKWAYS AND LADDERS	Y	N/A	N
5.1	Are routes and exits clearly marked?			
5.2	Are exits and exit signs adequately illuminated?			
5.3	Are approaches to exits unobstructed?			
5.4	Are flammable materials kept out of exits?			



INSPECTION CHECKLIST

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5.5	Do exits open to an unobstructed, level surface?			
5.6	Are fire doors kept closed and in good operating condition?			
5.7	Are ladders being properly used and properly stored?			

6.0	FIRE PROTECTION	Y	N/A	N
6.1	Are portable extinguishers appropriate for the type of materials and readily accessible in their designated area?			
6.2	Have fire extinguishers been properly mounted, inspected monthly, noted and signed?			
6.3	Are fire hoses properly mounted, accessible, maintained, and inspected?			
6.4	Do sprinkler heads have proper clearance from materials and furnishings? (18")			
6.5	Is the Fire Emergency Response Plan posted?			
6.6	Do the exhaust systems appear to be free of lint and/or grease?			
6.7	Have compressed gas cylinders been stored in a safe manner?			

7.0	FIRST AID	Y	N/A	N
7.1	Is there first aid materials located in the area?			
7.2	Are the first aid kits fully stocked?			
7.3	Are the names of qualified first aid attendants posted?			
7.4	Are instructions on accident reporting posted?			

8.0	FLOORS	Y	N/A	N
8.1	Are the floors in a clean, orderly condition?			
8.2	Are the floors free of slip, trip, or fall hazards?			
8.3	Are extension cords laid across walkways?			
8.4	Are stairs free of slip, trip or fall hazards?			

9.0	GENERAL	Y	N/A	N
9.1	Are housekeeping habits satisfactory?			
9.2	Are equipment, fixtures, and furnishings free from damage?			
9.3	Is carpet worn or torn causing an unsafe condition?			
9.4	Are there open drawers or swinging doors?			
9.5	Are ceiling tiles in place and in good condition?			
9.6	Are floors, ceilings and walls in good condition?			
9.7	Is the air quality and ventilation system in good condition?			
9.8	Are all decanted chemicals and hazardous products properly labeled as per WHMIS standard?			
9.9	Have forklift(s) been properly inspected before use?			
9.10	Are employees following safety rules when driving the forklift (ex. seatbelt)			



INSPECTION CHECKLIST

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9.11	Are power cords in good condition – no exposed wires, fraying, and cracked plugs?			
9.12	Have outlets been overloaded with too many plugs?			
9.13	Are eating areas clean and sanitary?			
9.14	Have vehicles been properly inspected before use and contain a first aid kit?			

10.0	GUARDING	Y	N/A	N
10.1	Are proper guards fitted on grinders/tools/equipment?			

11.0	LIGHTING	Y	N/A	N
11.1	Are walking and working areas adequately illuminated during periods of occupancy?			
11.2	Are lighting fixtures clean?			
11.3	Is illumination level sufficient for work performed?			

12.0	OUTSIDE PERIMETER	Y	N/A	N
12.1	Is the parking lot in good condition?			
12.2	Is the fencing and gates in good condition?			
12.3	Are locks on gates in good condition?			
12.4	Is the lot clear of debris or garbage?			

13.0	PERSONAL PROTECTIVE EQUIPMENT	Y	N/A	N
13.1	Are employees wearing proper personal protective equipment required for the specific task?			
13.2	Has personal protective equipment been properly stored?			

14.0	STACKING AND STORAGE	Y	N/A	N
14.1	Are storage areas clean and cleared of foreign objects/materials?			
14.2	Is there a designated place for everything used in the operation such as tools, supplies, solvents, etc.?			
14.3	Is there proper storage of articles not in use?			
14.4	Are overhead materials and objects secured against falling?			

15.0	STAIRS	Y	N/A	N
15.1	Are treads secured?			
15.2	Are stairwells adequately lit?			
15.3	Are stairways adequately clear and unobstructed?			
15.4	Have combustible or flammable materials been stored in the stairwell?			

ELEVATED WORK PLATFORM INSPECTION CHECKLIST

(Inspect Prior to First Use of the Day)

8 OK

Vendor/Operator Name: _____

Make: Genie

Model: 234/22

Month: _____

Day of the Month	
1. Platform and guardrails – no loose or missing parts or visible damage. Lock pins in place.	
2. Hose and cable guards on boom – properly secured; no damage to guards, hoses and cables.	
3. Drive motors and brake shields – they should be securely bolted in place with no leaks or missing hardware.	
4. Drive hub – no visible damage or evidence of leakage.	
5. Tires and wheels – no cut tires; tires properly inflated; no missing lug nuts, no leaks, no rim damage, lug nuts to be torqued to spec. marks on lug nuts are in line.	
6. Frame – no bends other damage, loose or missing hardware	
7. Fuel supply – adequate fuel, filler cap in place; no damage, leaks or spills.	
8. Power track – no visible damage to hydraulic or electrical lines.	
9. Boom and pivot shaft – must be properly secured and lubricated.	
10. Lift cylinder – rod end shaft properly secured.	
11. Steering – no visible damage, loose or missing parts; no steering cylinder leaks.	
12. Engine oil – oil visible at full mark on dipstick with filler cap secured.	
13. Ground control panel – switches should be operable; placards legible; no visible damage.	
14. Counterweight – should be properly secured.	
15. Engine air filter – should be clean.	
16. Battery – cables should be tight with no corrosion. Battery should have proper electrolyte level.	
17. Hydraulic oil level – should show between full and add with all systems shut down and boom stowed.	
18. Turntable and pinion – should show evidence of lubrication; no loose or missing hardware or damage.	

