

	WESTERN MILLCRAFT INC. 12506 – 128 STREET EDMONTON, AB, T5L 1C8	Effective Date: 1 OCTOBER, 2011	Revised by: JFK
	OCCUPATIONAL HEALTH & SAFETY MANUAL COMPANY RULES AND REGULATIONS INSPECTION POLICY	Page 1 of 1	HSE: 5.29: 8.25: 9.0 Revision: 00

INSPECTION POLICY:

Western Millcraft Inc. is committed to a strong Health, Safety, and Environment program, with a goal of zero incidents and injuries. Western Millcraft Inc. will enforce safety in the workplace and will take appropriate measures to comply with all applicable legislation and industry standards to protect and promote the health and safety of all employees, subcontractors, the public and the environment. It is the responsibility of Western Millcraft Inc. that everyone complies with all rules, regulations, and legislation at Western Millcraft Inc.

All employees, contractors or subcontractors that are at Western Millcraft Inc. will be equally responsible for minimizing incidents at our facility and for performing every job in a manner, which safeguards themselves and fellow workers. This can be accomplished by:

- Ensuring that everyone is adequately prepared through training
- Follow proper worksite practices and procedures and exercise sound judgment
- Using the mechanical and physical safeguards to the maximum extent possible
- Unsafe working conditions must be reported immediately to a supervisor

Western Millcraft Inc. has designed and implemented an Inspection Policy and Procedure to help control the loss of human and material resources by identifying and correcting unsafe workplace acts and conditions. It is the responsibility of Management, Supervisors, and all Employees to report any unsafe conditions found in the workplace.

Western Millcraft Inc. will maintain the following inspection schedules:

- Office – bi-monthly
- Shops, yard – monthly
- Vehicles – monthly

The HSE department will conduct and document a monthly inspection on all departments – Fabrication Shop. Weld Shop, Paint Shop and yard to look for and address unsafe worksite conditions. All unsafe worksite conditions found will be documented on a Corrective Action Plan form whereby the HSE Manager will ensure the unsafe worksite condition will be corrected as soon as reasonably practicable. The completed monthly inspection form and the corrective action plan form will be made available to all employees either through the daily toolbox meeting, safety meeting and /or bulletins.

Crew Chief's working in a field location will be responsible to conduct and document a job site inspection. The frequency of these Inspections will vary as job duration varies. If the job is of a small duration (less than a month) then the Crew Chief will document any hazards on the Field Level Hazard Assessment form prior to starting work. Should the job be of a longer duration then a field inspection and corrective action plan would be conducted monthly. The completed monthly inspection form and the corrective action plan form will be made available to all employees through the morning Tool Box Meeting.

Anyone who violates Health, Safety, and Environmental rules will face disciplinary action. Any individuals who do not fulfill their safety responsibilities will become accountable for any problems their negligence creates and may be liable under the law.

Signed: _____ Date: 1 OCTOBER, 2011

GREG CLARK
WESTERN MILLCRAFT INC.

The Information in this policy does not take precedence over the OH&S Act, Regulation, Codes, or applicable Government Legislation