1.0 Policy

All job sites shall be regularly inspected to ensure safe conditions and behaviors are observed. Unsafe conditions or behaviors shall be corrected.

2.0 Purpose

To verify the effectiveness of the Company's programs and to identify areas needing improvement while an unacceptable behavior or condition is in the incipient stages, prior to injury or damage.

3.0 Scope

This Addendum applies to all employees of Sunbelt Controls.

4.0 Definitions

Safety Audit – A thorough inspection designed to review the projects activities, past incidents, employee knowledge, safety related paper work, JSA review, and site conditions.

Safety Inspection – A brief safety inspection where observations are noted and unsafe conditions or acts are documented with corrections.

5.0 Requirements

5.1 Safety Inspections

A safety inspection is a general overview of the site and its conditions. When a Safety Inspection is performed, it is documented on the Safety Inspection Form (Appendix 9-C1.2). All visits to a jobsite by the Safety Department shall be documented. Any issues observed shall be noted. Issues that require correcting will be rated by the safety department representative. Pending the rating, the issue shall be corrected immediately, by the end of the day or within a week.

- Issues that posed potential of immediate injury or illness shall be corrected immediately.
- Safety conditions where there is no immediate danger shall be corrected by the end of the work day.
- Safety issues that do not pose a risk of an injury shall be corrected within a week.
- A copy of the Safety Inspection shall be faxed back to the Safety Department with the appropriate notations regarding the corrections of any identified issues.
- Every jobsite shall be visited by the safety department at least once a month.
- Foremen or their designee shall inspect their jobsites once a week. They shall document the inspection using the Safety Inspection form and file with the job site files. Any observed issues shall be reviewed with the crew at the weekly Tailgate Meeting.

5.2 Safety Audits

Audits shall be conducted at each jobsite on a quarterly basis. The Safety Department shall conduct a thorough review of the safety of the jobsite using the Job Site-Specific Safety Audit Form (Appendix 9-C1.3). This extensive review will include looking for unsafe acts, unsafe behaviors, review(s) of past incidents, unsafe conditions, safety related paperwork, JSA review(s), and employee safety knowledge.

The Safety Audit shall be scored based on their performance. A copy of the scored audit shall be forwarded to the affected foremen, superintendents, and project management.

5.3 Documentation

Copies of the Safety Inspection report and the Safety Audit shall be filed in the job file and archived with the job files.

6.0 References

OSHA 29 CFR 1926
Sunbelt Controls Safety Policies and Procedures