

## Section 6-2 – Machinery/ Equipment Inspections

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**PURPOSE** Inspection of our commercial vehicles, machinery and/or equipment is not only a good safety measure; it in many cases is also required through legislation. These types of inspections will be performed to ensure that equipment and/ or machinery is maintained in accordance with the manufactures specification and the legislative requirements.

**SCOPE** Inspection of our commercial 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:

- Distribute Pre-use Inspection documentation to be used to record the vehicle or equipment specific health and safety condition and observations.
- Collect completed Pre-use Inspection documentation for documeation and filing.
- 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.
- Distribute and communicate information to the appropriate parties regarding any nonconformance or deficiencies reported.

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;

Supervisors Responsibilities:

- When an approved operator, Conduct the Pre-use Inspections or direct a competent designate to conduct the inspection where required.
- Record the findings, observations and follow up activities on the appropriate Pre-use Inspection form to demonstrate compliance.
- Record all observations that demonstrate compliance and non compliance as found during the inspections process.
- Ensure, where reasonably possible, that every Subcontractor, worker and visitor at the workplace complies with all Occupational Health and Safety Act and Regulations.

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- Works in the manner and with the protective devices, measures and procedures required by the 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 the is 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 an approved operator, participate in the Pre-use inspections where required.
- Record the findings, observations and follow up activities on the appropriate Pre-use Inspection form to demonstrate compliance.
- Record all observations that demonstrate compliance and non compliance as found during the inspections process.
- Advise Supervisor 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 Supervisor any contravention of the Occupational Health and Safety Act and Regulations or the absence/defect in any equipment or protective device;

### PROCEDURE:

**Step 1** Review legislation and determine the machinery/ equipment/ processes, which require legislated inspections where the vehicles weight exceed 4500 Kg.

**Step 2** All commercial vehicles and machinery/ equipment exceeding 4500 Kg in weight will be inspected every 24 hours or on a pre-use. Identify specific responsibility to worker(s), operator(s) and supervisor(s).

**Step 3** Senior Management and the Health and Safety Coordinator will obtain or develop inspection checklists for various equipment/machinery (i.e. vehicles, forklifts, etc.).

**Step 4** Train workers how to perform inspections, reported defects or other deficiencies observed during daily inspections are documented on our inspection forms. Substandard or otherwise unsafe conditions must be rectified and made safe. These inspections will also include a review loads are to ensure they are adequately secured for transport.

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**Step 5** No worker shall operate any of our commercial vehicles above the hours of service limits when accumulated 14 hours of on-duty time in a day. We will enforce a hours of service limits for "daily driving" and "on-duty time". After a driver has accumulated 13 hours of driving time in a day, the driver shall not drive again on the same day. After a driver has accumulated 14 hours of on-duty time in a day, the driver shall not drive again on the same day. A driver shall take at least 10 hours of off-duty time in a day.

**Note:** If a hazardous condition is identified, the 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 supervisor must be made aware of the circumstances immediately and given a copy of the inspection report.

**DISTRIBUTION:** All pre-use inspection reports will be distributed as follows;

- Completed copy to the Supervisor,  
Upon completion of follow-up the Supervisor will copy the;
- Completed copy to the Health and Safety Coordinator

**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 indefinitely.