

Approved:	STANDARD OPERATING PROCEDURE	REVISION A
BCM	TITLE: Safety Audits and Inspections Program	02/16/2015
HHH Services, LLC		

Purpose

Inspection of work areas and audits of safety programs are tools that can be used to identify problems and hazards before these conditions result in accidents or injuries. Audits also help to identify the effectiveness of safety program management and can be used as a guide to assure regulatory compliance and a safe workplace.

Responsibilities

Management

1. Design complete audit and inspection procedures for all work areas, processes and procedures.
2. Conduct routine audits and inspections
3. Ensure audits are conducted by employees who understand the various safety programs and policies

Supervisors

1. Conduct informal daily safety inspections and ensure all unsafe conditions are corrected
2. Conduct documented weekly inspections and ensure all unsafe conditions are corrected

Corrections

All safety deficiencies found during audits and inspections should be corrected as soon as possible. Documentation of corrections should be made on the audit or inspection sheet.

Types of Inspections

Supervisor & Management Daily Walk-through: this is an undocumented inspection that is made daily prior to beginning production to ensure the job site and equipment are in safe conditions for Employees. All noted unsafe conditions are placed in a safe condition prior to Employees working in the area.

Weekly Supervisor Inspections are conducted and recorded with an Employee. This documented inspection provides a focus to ensure current hazard controls are still effective, equipment is in safe condition and safe work practices are in use. Discrepancies are listed on the inspection sheet and recorded on work orders for correction. The inspection sheet is forwarded to the Safety Director for review and logging to track discrepancy correction.