



| | | |
|--|---|----------------|
| | Berry Bros. General Contractors, Inc. Corporate Policy Procedure (HSE) Health, Safety & Environmental Policies and Procedures Manual | |
| Issue Date: 03/27/2008 | | Section # 68 |
| Page: 1 of 3 | | Doc # SWP - 68 |
| Approver: Joe Berry | | Revision: 1 |
| SAFETY AUDITS & INSPECTIONS | | |

| CONTENTS | SUBPART |
|------------------------------------|----------------|
| PURPOSE | A |
| SCOPE | B |
| PROCEDURES | C |
| RESPONSIBILITIES | D |
| TYPES OF INSPECTIONS | E |
| RECORDS AND DOCUMENT REVIEW | F |

SUBPART A - 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. Jobsite inspections also help to identify the effectiveness of the safety program and can be used as a guide to assure regulatory compliance and a safe workplace.


SUBPART B - SCOPE

Each job site shall be audited/assessed as much as reasonably possible to ensure all safety and health programs are in compliance and to identify deficiencies. Deficiencies shall be documented and analyzed to determine basic causes for noncompliance and appropriate actions taken to correct deficiencies.

SUBPART C - PROCEDURES

Audits shall be completed by the safety department, site manager or audit group (insurance or client representative) when scheduled or when possible.

Non-documented field inspections should be done daily while documented field inspections/audits should be performed monthly and a copy submitted to the HS&E / Risk Management Departments at the end of the month.

| | | |
|--|---|----------------|
|  | Berry Bros. General Contractors, Inc. Corporate Policy Procedure (HSE) Health, Safety & Environmental Policies and Procedures Manual | |
| Issue Date: 03/27/2008 | | Section # 68 |
| Page: 2 of 3 | | Doc # SWP - 68 |
| Approver: Joe Berry | | Revision: 1 |
| SAFETY AUDITS & INSPECTIONS | | |

The audit report shall consist of deficiencies found and corrective actions taken to correct them. Audits should include, but are not limited to those procedures listed in Berry Bros.' HS&E Manual, site-specific procedures, and items on the inspection form.

SUBPART D - RESPONSIBILITIES

All safety deficiencies found during the audits and inspections should be corrected as soon as possible. Documentation of corrections should be made on the audit or inspection sheet and any conditions that present an IDLH (Immediately Dangerous to Life and Health) hazard are to be corrected or controlled immediately.

SUBPART E - TYPES OF INSPECTIONS

Daily Walk-through

This is an undocumented inspection that is made daily prior to startup and shift change to ensure the facility and equipment are safe and free from known hazards. All noted unsafe conditions are corrected prior to employees working in the area.

Monthly Inspections

This inspection is conducted and documented 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 HS&E / Risk Management Departments for review and logging to track discrepancy correction.

Quarterly Inspections



**Berry Bros. General Contractors, Inc.
Corporate Policy Procedure**

Section # 68

Issue Date: 03/27/2008

**(HSE) Health, Safety & Environmental
Policies and Procedures Manual**

Doc # SWP - 68

Page: 3 of 3

Revision: 1

Approver: Joe Berry

SAFETY AUDITS & INSPECTIONS

The quarterly inspections will be completed by a member of management and will be a more in depth inspection and include all equipment and locations when possible.

SUBPART F - RECORDS AND DOCUMENT REVIEW

Missing or incomplete documents or records, is a good indication that a program is not working as designed. Records are the company's only means of proving that specific regulatory requirements have been met. Record review also includes a look at the results, recommendations, and corrective actions from the site audit/inspection.

Records of audits/inspections will be maintained in accordance with the requirements of the specific programs. Routine inspection records will be maintained on a most current basis. Records of deficiency corrections will be maintained for one calendar year from date of correction.

Revision Date: 03-27-08

Approved By: Safety Committee
