

- 1.0** It is the policy of the Town of Yarmouth to maintain a program of safety inspections. The objective of this program is to control hazards in the workplace and to ensure compliance with rules, policies, procedures, legislation and this program.
- 2.0** Town facilities and job sites shall be included in this inspection program.
- 3.0** Informal inspections shall be conducted by Supervisors on an ongoing basis in their areas of responsibility (any hazards or issues of noncompliance shall be documented).
- 4.0** Formal inspections shall be conducted by the Supervisors or designate at each facility or job site on a monthly basis.
- 5.0** Extremely hazardous conditions shall be addressed immediately (i.e. cease unsafe work, tag out unsafe tool/equipment).
- 6.0** Any unsafe acts/conditions shall be corrected by Supervisors and employees within the scope of his/her authority, but ultimately Directors shall delegate persons responsible to perform corrective actions.
- 7.0** Those persons responsible to implement corrective actions shall have 21 days (when practicable) to complete these actions. Requests for extensions (beyond 21 days) shall be made in writing (email) to the Director. Completed actions shall be noted on the Inspection Report.
- 8.0** All employees are responsible for participating in and contributing to the inspection program.

**Clerk's Annotation for Official Policy Book**

Date of Adoption: March 17<sup>th</sup>, 2011

I certify that this 'Inspection Policy' was adopted by Council as indicated above.

Town Clerk:

Date: