



COMPANY HEALTH & SAFETY PROGRAM

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1.0 PURPOSE

The purpose of this section is to provide minimum requirements for conducting regular safety audits and inspections on all PPP jobsites. These audits and inspections are intended to ensure maintenance of working conditions and surroundings which are not hazardous or dangerous to the health and safety of our employees and others, and to be in compliance with regulatory standards.

2.0 SCOPE

This section provides a form to be used as a worksheet for performing weekly safety inspections and as documentation of the inspections. Also provided is a procedure as to its use.

3.0 INDEX TO SECTION

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4.0 DEFINITIONS

Audit is a means by which one can verify:

- Employees are using/adhering to established programs, procedures and/or policies; and
- Programs, procedures and/or policies are effective.

Inspection is a means by which one can verify safe condition of specific systems, tools and equipment used by employees or otherwise affecting employee health and safety.

Competent Person is one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous or dangerous to employees, and has the authority to take prompt corrective measures to eliminate them.



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5.0 PROCEDURES

Project managers and supervisors shall be responsible for enforcement of compliance with procedures as follow:

1. All PPP managers and supervisors shall audit for safety on a daily basis in the normal course of fulfilling their overall responsibilities. Recognized safety deficiencies should be corrected immediately or reported to the appropriate competent person to ensure prompt corrective action.
2. A formal weekly jobsite safety audit shall be performed and documented.
3. The audit shall be conducted by a designated competent person, as per the provisions of Section No. 8 of this program. Participation by affected managers and supervisors is encouraged.
4. PPP Form S.WJSA.1 – Weekly Job-site Safety Audit shall be used for weekly audits unless an owner or host employer requires the use of a different form.
5. Completed safety audit forms shall be maintained on file at the jobsite for the duration of the project and made available to owners, host employers and regulatory compliance officers at their request. Copies of completed forms shall be sent to the PPP safety director, as per Section No. 30 of this program.
6. Corrective action required by a safety audit shall be performed immediately or as soon as possible.
7. Inspections of all tools and equipment used to perform work shall be inspected before each use to verify safe condition, and periodically as applicable per the provisions of this health and safety program related to the affected tools and equipment.

6.0 RELATED FORM

Attached: [PPP Form S.WJSA.1 – Weekly Job-site Safety Audit](#)



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REVISION HISTORY

Revision number	Description of change	Written by	Checked by	Effective date
	Program reviewed and Revision History added		GMN	10/20/2014