



# INSPECTION POLICY

As part of our hazard identification program, inspections of the building and work activities shall be conducted.

At a minimum, a formal inspection by supervisors, with the assistance of the workplace safety and health committee representative, shall be conducted monthly, using the form provided in our company safety manual. The main office, yard and shop are to be inspected monthly as well.

All personnel will continuously be on the lookout for hazards and if practicable, control them immediately. Personnel are to inform management if the hazard cannot be controlled immediately as well as inform others that may be affected.

All corrective actions shall be written and kept on file, with completed inspections posted on the Safety Bulletin Board. If an identified hazard cannot be controlled within a reasonable time period, management shall inform the president for appropriate action.

Management, safety and health committee members, and employees will abide by our company safety manual and the Workplace Safety and Health Act and Regulation.

The inspection frequency sheet and schedule are sent out to all employees at the beginning of the year and can be found in E4 Homes Inc staff room.

A handwritten signature in black ink, appearing to be 'S. S.', is written above a horizontal line.

Owner

Date