



## SITE AUDITS AND INSPECTIONS

Audited and Revised January 23, 2022

It is the policy of E Light to conduct complete audits / inspections related to the Loss Prevention Program, in order to control or minimize loss to people, property and process, proactively. We believe that the audit process is the key to successfully managing our projects, continually improving and providing a safe workplace for our employees.

The subcontractors have an obligation to conduct daily, and weekly, site inspections of their work areas and to provide written reports to the Safety Manager if a full time safety staff is on site or the Project Manager and Superintendent if a full time safety staff is not on site.

E Light is dedicated to providing a safe and healthy work environment for its employees and subcontractors. In keeping with this policy, **all levels of management must perform safety, health and environmental audits / inspections** of all departments work areas and construction sites in order to detect potential loss exposures in a timely manner. ***The supervisors who are in control of the fieldwork environment must conduct weekly, regular inspections of the job site as required by the OSHA standards. All other levels of management must do their part by also performing site inspections as detailed in the responsibilities section of this program.***

***All audits and inspections will be conducted utilizing iAuditor and the approved and developed templates for E Light Electric Services, Inc. Specialized templates may be developed by making a request for a template to the Director of Education and Loss Prevention.***

Inspections / audits are necessary tools in identifying problems and evaluating risk before accidents and incidents happen. The intent of an inspection or audit is to:

- Identify potential problems.
- Identify equipment deficiencies.
- Identify improper employee actions.
- Identify effects of facility modifications.
- Identify inadequacies in remedial actions.
- Identify non-compliance with the safety loss control program
- Provide management self-appraisals.
- Demonstrate management commitment

- **Identify areas of potential improvement**
- **Communicate with the crew who performs the work to involve them in the process of finding safer and more efficient methods of doing work**
- **Identify ergonomic issues and find a mitigation**
- **Evaluate the installation plans and JHAs and ensure compliance with them and find ways to make improvements.**
- **CONTINUALLY IMPROVE**

## **RESPONSIBILITIES**

**Equipment operators:** (cranes, forklifts etc.) Perform a pre-use inspection before using any mobile equipment. A pre-use inspection should occur during the beginning of each shift if the equipment is to be used. The equipment operators will report any substandard conditions to their supervisor and will immediately cease use of the equipment. Employees will not use any equipment for which they have not received training.

**All Employees:** Perform a pre-use inspection before using any tools. A pre-use inspection should occur during the beginning of each shift if the equipment is to be used. The employee will report any substandard conditions to their supervisor and will immediately cease use of the tool. Employees will not use any tool for which they have not received training. Notify your supervisor immediately if you have not been trained on a tool.

**Foremen:** Inspect your crew daily before each shift and ensure that they are in compliance with the dress code and the PPE requirements of the task they are assigned. Ensure that they are fit and ready for the work they are assigned. Ensure that they are not under the influence of any substance which is prohibited or that may interfere with their ability to safely perform their work. Ensure that each crew member has a pre-task card and that it is filled out correctly. Throughout the day monitor and inspect your crew to ensure that they are working safely, following the installation plan, following the JHA, and working efficiently. At the end of the shift inspect the work area and ensure that the tools and equipment are accounted for and that the area has been cleaned. Review each crew members pre-task card, initial their pre-task card. Place all pre-task cards with comments at the top of the stack. Turn the stack into your supervisor and notify your supervisor verbally if there are cards with additional hazards, good catches or comments on them. Complete a Daily Supervisors Report using the iAuditor template.

**Superintendents/ General Foremen:** Inspect your foremen daily before each shift and ensure that they follow the dress code and the PPE requirements of the task they are assigned. Ensure that they are fit and ready for the work they are assigned. Ensure that they are not under the influence of any substance which is prohibited or that may interfere with their ability to safely perform their work. Ensure that each foreman has JHAs and Installation plans for all the tasks their crew will perform that day. Throughout the day monitor and inspect your crews to ensure that they are working safely, following

the installation plan, following the JHA, challenging and working efficiently. At the end of the shift collect the pre-task cards from your foremen. Review any card that has additional hazards or comments. Log the additional hazards or comments and follow up on each one of them with the Safety Manager if applicable or the Director of Education and Loss Prevention. You must speak to each person that placed a comment on their pre-task card personally and inform them of the follow up results of their comment. Complete a Daily Supervisors Report using the iAuditor template. Once per week, select a crew and perform a STOP action observation. (See Below) Once per week, perform a specific site inspection for safety once per week and complete the Operations: Weekly Safety Walk iAuditor report and email to the Safety and Training Coordinator and the Director of Education and Loss Prevention.

NOTE: On large projects with a full time safety staff, the safety manager and staff will be responsible for gathering Pretask cards, reviewing them, following up on the card information and reporting the results to the Superintendent/ CM.

**Project Manager:** Visit the project a minimum of once per month and complete a Management: Visiting Managers Quality and Safety Assurance Report. Email the completed report to the Department Director, the VP of Operations and the Director of Education and Loss Prevention and save a copy in the network job file.

**Director of Education and Loss Prevention:** Visit the projects a minimum of once every other month and complete a Management: Field Safety Walk Report. Email the completed report to the, the VP of Operations, the Department Director, the Project Manager and the Superintendent and save a copy in the network job file.

**Director of Service:** Visit the projects a minimum of once every other month and complete a Management: Visiting Managers Quality and Safety Assurance Report. Email the completed report to the VP of Operations, the Project Manager and the Superintendent and save a copy in the network job file.

**Vice President of Operations:** Visit the projects a minimum of once every quarter and complete a Management: Visiting Managers Quality and Safety Assurance Report. Email the completed report to the Project Manager and the Superintendent and save a copy in the network job file.

The Director of Education and Loss Prevention shall manage the audit process for the SHEP and maintain a log of revisions and updates and shall be responsible for communicating updates to the employees.

The Director of Education and Loss Prevention shall be responsible for coordinating and facilitating

the Monthly Supervisors and Management Training Meeting.

## Use of iAuditor, Reporting and Documentation

E Light uses a program called iAuditor to perform inspections for safety, quality, and documentation. There are many benefits to using this program including but not limited to the following:

- Audits can be performed on a cell phone or tablet without the need of paper.
- Audits can be completed throughout the day and edited at any time.
  - o There is no need to go to your construction trailer and remember what happened throughout the day and then write a daily supervisor's report. You can start on the daily report in the morning using your phone or tablet, and then edit it throughout the day as things happen. At the end of the day all you have to do is sign the report, mark it as complete and email it.
- || Audits can be viewed by management in real time.
- || Pictures and reports can be generated in real time, on the spot, with details.
- || Reports are automatically created once an audit is completed eliminating the need to transfer information by having to go into an office and create a report using a computer.

**IMPORTANT: Documentation of the events of the day in a daily supervisor's report are critical and must be done by every supervisor on a project. Documenting torque logs, quality inspections, safety inspections, accident reports, delays and disruptions, etc. are all very important. We all recognize this. The problem is finding the time to do it while we are juggling the other things we must do. iAuditor is a tool that E Light provides to help with this juggling. The idea is to make your documenting more accurate and time efficient. When you first start using iAuditor it will be different than what you are used to doing. You will most likely struggle with typing on your smart phone and just using the program in general. Look at it this way, there was a time that I remember when very few people could type efficiently. Today, because of computers, it is unusual to find people that cannot type relatively well. This is because we all had to learn to type and we learned by practicing. The same thing will happen with the use of iAuditor. If you do it, and keep doing it, it will become easy and you will not even think about it. It is also very important to train upper level apprentices to use iAuditor and assist with your documentation. All our apprentices receive training on iAuditor in their second year of apprenticeship and all junior and senior level apprentices have an active iAuditor account and access to all of the same templates. Training the apprentices to use iAuditor will have the benefit of reducing the amount of documentation you have to do personally as a supervisor and will also train them for future supervisory positions.**

## Required Reporting Using iAuditor

The following reports must be completed by supervision on site.

All reports need to be exported as a PDF

- Daily: Supervisors Daily Report

- It is crucial for this report to be filled out each workday to accurately track the project.
- Email to:
  - Project Manager
  - Project Coordinator
  
- Weekly: Supervisors Safety Walk
  - It is the responsibility of the top-ranking supervisor on site to keep the job safe. The top-ranking supervisor on site must complete this report once every week. This report **cannot** be delegated to anyone else.
  - Email to:
    - Project Manager
    - Project Coordinator
    - Regional Safety Manager
    - Education and Loss Prevention Coordinator
  
- Every other week or as necessary to improve quality, efficiency and safety: Stand in the Circle (S.T.O.P.) Stop, Think about Options and Plan. Safety Managers, Quality Managers and Commissioning Managers are expected to complete a STOP observation at least once per week.
  - This report can be delegated to personnel on site directly involved with the work. This report should be completed by one person on site each week.
  - Email to:
    - Project Manager
    - Project Coordinator
    - Regional Safety Manager
    - Education and Loss Prevention Coordinator
  
- Monthly: Company Vehicle Inspection
  - If you are issued a company vehicle this inspection must be completed each month.
  - The report should be emailed to the project coordinator in Denver.
  - This report will also be used to report you mileage when requested.