

<p style="text-align: center;">Safety Manual Safety Inspections</p>

Policy Section No.:05
Revision No.: 2

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SAFETY INSPECTIONS

1. Purpose:

- 1.1 The purpose of this section is to ensure that comprehensive, documented inspections are being completed at Therma work sites including office locations.

2. Scope:

- 2.1 This procedure applies to all Therma jobsites.

3. Responsibility:

- 3.1 Each supervisor will be responsible for making a daily informal tour of the area(s) under his/her supervision.
- 3.2 A Safety Coordinator will make a formal documented safety and health inspection weekly

4. Inspection Procedures:

- 4.1 The supervisor and/or safety coordinator should pay close attention to observing work methods as well as work conditions. Prior to the inspection, the supervisor should review past accidents to determine specific causes and high hazard areas or operations. Such areas need to be given special attention during each inspection.
- 4.2 The supervisor and/or safety coordinator should watch for the following unsafe acts of employees:
- Using equipment without authority.
 - Insecure or disorderly piling or arranging of material.
 - Operating equipment at an unsafe speed.
 - Using defective tools or equipment.
 - Unsafe loading or unloading of trucks, skids, racks, etc.
 - Lifting improperly, or handling loads that are too heavy.
 - Using improper tools, equipment, or vehicles.
 - Using tools, equipment, or vehicles improperly.

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- Making guards or safety devices inoperative.
- Failure to use personal protective equipment.
- Repairing or adjusting machinery in motion or equipment that is under pressure or energized.
- Horseplay.

5. Documentation:

- 5.1 Safety Inspection Checklists will be completed by the safety coordinator from a mobile tablet.
- 5.2 Once the checklist is completed it will be forwarded to the Project Manager/General Foremen. An additional copy will be forwarded to the Safety Department for record keeping.

6. Corrective Action and Follow Up:

- 6.1 Whenever possible, the supervisor will correct unsafe work methods and conditions immediately upon recognition.
- 6.2 Each Safety Inspection Checklist will be updated during the next scheduled tour. **Items not yet corrected will be repeated on the new checklist with a note indicating a "repeat" item and a notation of the date originally identified.*
- 6.3 Hazardous conditions or procedures detected during inspections for which no corrective action can be determined by the supervisor will be brought to the attention of the Safety Coordinator. The Safety Coordinator will consult with the supervisor, maintenance/engineering, immediate manager, and outside consultants, as appropriate to determine suitable corrective action.
- 6.4 Recommendations submitted by insurance company representatives and/or outside consultants will be handled in the same manner as the Safety Inspection Checklists.