

	COMPANY HEALTH AND SAFETY PROGRAM	
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	Safety Audits / Inspections	Revision: 0

1.0 PURPOSE

To promote an effective audit/inspection policy to verify regulatory and program compliance is maintained for project job sites and company activities.

2.0 SCOPE

This Policy applies to all departments, affiliates, subcontractors and joint ventures of HES.

3.0 POLICY

It is HES's policy to measure the effectiveness of its own and subcontractor's safety and environmental compliance programs by conducting self-audits of projects on a periodic basis.

4.0 AUDITS/ INSPECTIONS

An audit or inspection will be performed periodically by authorized personnel. The frequency of inspections will vary with the project and type of work or hazards involved. An audit checklist will be provided by the Health and Safety Manager. Answers to each question on the checklist must be documented by checking the appropriate box and making specific deficiency notations on the form as necessary. The Safety Inspection Asbestos Checklist is one example of the checklist used.

5.0 DOCUMENTATION

Every internal or external identified audit issue that cannot be fixed immediately must be identified and monitored pending acceptable corrective action. The original checklist must be forwarded to the Health and Safety Manager upon completion of the audit. Supporting documentation for resolved issues must accompany the checklist.