

Inspections and Audits Policy

Introduction

A Bright Solution Ltd. fully understands that the achievement of a safe, healthy and environmentally sound workplace requires the elimination or control of unsafe acts, unsafe or environmentally unsound physical conditions, processes, practices and materials.

To assist in the control / elimination of hazards associated with office and field operations a comprehensive inspection and audit process shall be implemented.

Workplace inspections serve three distinct purposes.

First, to determine the effectiveness of the management system;

Second, to identify risks and potential hazards; and to ensure understanding and implementation of safety requirements and

Thirdly, to stimulate and maintain employee safety awareness and assist in maintaining a positive safety culture.

Routine inspections of premises and employees shall be made by line managers/supervisors, on a periodic basis as detailed in the following procedure. These inspections will be supplemented by inspections by the Managing Director

QUARTERLY PREMISES INSPECTIONS

Line Management shall conduct an inspection of the head office on a quarterly basis by using the Building Inspection checklist form **WPI: 001**. This is a simple checklist that consists of a YES/ACTION REQUIRED answer to all questions.

Where an ACTION REQUIRED box is ticked, therefore identifying a potential hazard in the workplace, the appropriate remedial action shall be taken by the Building Custodian/Line Manager to ensure that the hazard is removed.

A copy of the completed Building Inspection checklist, along with any remedial action taken, is to be retained by the building custodian/line manager.

Issues that are to be inspected are:

1. First Aid Kits
2. Office Electrical Safety
3. Fire Safety
4. General Office Safety
5. Welfare
6. Safety Notice Board

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE shall be visually inspected by all employees before use to ensure that it will provide adequate protection. In the event of PPE becoming damaged or misplaced, all employees are to contact their line manager/supervisor and obtain replacement items before commencing work.

Employees PPE shall be inspected by line managers/supervisors on a 6 monthly basis. The **Personal Protective Equipment Checklist** form is to be completed and the appropriate remedial action taken if required. Copies are to be retained by the line manager/supervisor.

HAND TOOLS

All hand tools used by employees during the course of their work shall be visually inspected before use to ensure they are free from obvious defects. Any defects found should be reported to their line manager/supervisor immediately and a replacement obtained before commencing work.

RESIDUAL CURRENT DEVICES

All RCD's used by employees during the course of their work shall be visually inspected before use to ensure they are free from obvious defects. Any defects found should be reported to their line manager/supervisor immediately and a replacement obtained before commencing work. Electrical testing by a competent person on RCD's must be performed in accordance with the Electrical Safety Policy.

LADDERS.

All ladders used by employees during the course of their work shall be visually inspected before use to ensure they are free from obvious defects. Any defects found should be reported to their line manager/supervisor immediately and a replacement obtained before commencing work. Inspection and testing by a competent person on ladders must be performed in accordance with the Working at Height Policy.

VEHICLES

Monthly checks to be performed by drivers and defects reported to line manager and rectified. All vehicles are to be maintained in accordance with manufacturer's recommendations

FIRE EXTINGUISHERS

Inspected on an annual basis by a competent person and records retained

FIRE DETECTION EQUIPMENT

Inspected on an bi annual basis by a competent person and records retained

EMERGENCY LIGHTING

Inspected on an bi annual basis by a competent person and records retained

FIRE DOORS

Inspected on an annual basis by a competent person and records retained

FIELD BASED EMPLOYEES EH&S INSPECTIONS

Line Managers and Supervisors shall conduct an inspection on all field based employees who they are responsible for every 12 months. Form **WP-1** is to be completed and the appropriate remedial action taken if required. Copies are to be retained by the line manager/supervisor.

ANNUAL EHS AUDIT BY HEALTH AND SAFETY ADVISOR

An audit on the effectiveness / implementation of the Health and Safety Management system shall be performed on an annual basis by the external safety advisor.

Where deficiencies are found, corrective action must be put in place and recorded. Such corrective actions must identify who is responsible for ensuring corrective action is completed within the following time scales:

High Risk: 30 days from audit, Medium Risk: 60 days from audit, Low Risk: 90 days from audit.

EHS INSPECTION FORMS

All inspection forms described in this policy can be located in the relevant section of the safety management system.

The logo for AMS (Annual Safety Management) is displayed in large, bold, white letters. A handwritten signature in black ink is written over the letters 'M' and 'S'.

Signed.....
Mick Barrett
Director
8th August 2025

A handwritten signature in black ink, appearing to read 'S Pailor', is written over a dotted line.

Signed.....
Sam Pailor
Director
8th August 2025