**Sample Worksite Inspection Policy**

It is the policy of to maintain a safe and healthy work place. To accomplish our objective, it is the responsibility of management, supervisors and workers to report any unsafe conditions found in the workplace.

Each department supervisor is responsible for conducting a monthly inspection of their department with the assistance of a safety committee member. All hazards or deficiencies will be properly noted, prioritized and corrected as the condition requires.

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| President/General Manager |  | Date |
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| Safety Representative/Committee co-chair |  | Date |