

## **700.5 Workplace Health and Safety – Ongoing Inspections**

### **Policy**

An ongoing process of both formal and informal health and safety inspections of all facilities and job sites shall be developed and implemented.

### **Regulations**

1. The frequency of formal inspections shall be based on the level of risk in the operation of equipment or the activities conducted at the facility.
2. Access to sensitive or restricted areas for the purpose of completing a formal inspection shall be granted to the inspection team with the provision that the team is accompanied by an appropriate escort designated by the senior administrator/supervisor for that building.
3. All Division employees are responsible for participating in and contributing to the inspection program by conducting informal inspections (visual/observational) on a daily basis and prior to the commencement of work.
4. All deficiencies noted from the inspection process shall be documented and reported to the appropriate person so corrective measures are put in place and subsequently monitored for completion.
5. Head Caretakers are responsible for ensuring that formal inspections are completed monthly at their designated building sites.
6. Supervisors are responsible for directing and documenting formal inspections on job sites that they oversee and for involving workers in such inspections.
7. The principal or designate for each school building site will participate in at least one formal inspection every year.
8. Site specific Workplace Health and Safety Committee members shall participate in quarterly formal inspections.
9. Supervisors and administrators are responsible for conducting ongoing informal inspections of areas where their employees are working to monitor safe work practices and procedures

10. For each school, the principal or designate shall review and sign off on
11. For the Education Centre, the Associate Superintendent, Business Affairs shall review and sign off on all formal inspections.
12. For the Attwell Building, the Manager, Operations and Maintenance shall review and sign off on all formal inspections.
13. All employees who take the lead in the formal inspection process shall receive training in performing inspections. Training can include formal training through an accredited agency or take place in-house.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

#### References

Other: Alberta Occupational Health and Safety Act Regulation and Code