



ADMINISTRATIVE PROCEDURE

D1:2A

Safety and Security – Occupational Health and Safety Workplace Inspection Procedure

Page 1 of 2

Inspection Procedure

- Site Health and Safety Representatives are voluntary. Site representatives are required to consult with the site manager when planning their own site-specific *monthly* inspection schedule at the beginning of each school year
- Worker members of the Joint Health & Safety Committee are assigned work sites to perform *annual* inspections. The worker member will refer to the *annual* inspection schedule of assigned sites established by the JHSC at the onset of the new school year (MJHSC Terms of Reference- Appendix C).
- The JHSC worker member will communicate with the site manager to request an inspection date feasible to all parties and ask that the site representative be made available to complete the *annual* workplace inspection with the JHSC worker member. This will also be considered as part of the *monthly* inspection for the site representative in attendance.
- The *annual* inspection is carried out by the JHSC worker member, site representative and the site manager when possible
- The monthly inspection is carried out by the site representative and site manager.
- The immediate supervisor of the JHSC worker member or site representative must be notified of his or her absence for any scheduled inspection.
- Document all hazards found onto the online Workplace Inspection Recording Form, indicate if these risks have been observed in the past and document recommendations for suggested corrective action.
- The online inspection report will be submitted to the site manager upon completion. The site manager shall respond to the recommendations in the inspection report within 21 calendar days. In the case of an *annual* inspection a copy of this response will be available electronically to the JHSC worker member who carried out the initial inspection as well as the site representative. This report is to include actioned items and the name of the person or department to whom the item was assigned (work order numbers to be included if issued). A completed copy of the inspection report with actioned items shall be printed, signed and posted on the health and safety bulletin board.



ADMINISTRATIVE PROCEDURE

D1:2A

Safety and Security – Occupational Health and Safety Workplace Inspection Procedure

Page 2 of 2

- If dangerous circumstances exist as outlined in section 44 of the OHS Act, report the situation immediately to the site manager and contact a JHSC certified member for immediate action. If a violation of the OHS Act is observed, specify what section of the act has been contravened by indicating the section number.
- Should the site representative deem it necessary, they may call upon the JHSC worker member who inspected to revisit and ensure that corrective measures are taken. The time for this revisit shall be coordinated with the Site Manager.
- Any outstanding deficiencies noted in the revisit shall be identified in an additional inspection report. Copies of the report shall be available electronically to the co-chairs of the Joint Health & Safety Committee. The site manager shall respond to the report from the revisit in the same manner as the initial inspection report.
- Failure to respond to an initial report or a report from a revisit will initiate notification from the JHSC worker member to the Co-chairs that there has been no response.
- In a situation where dangerous circumstances exist a JHSC certified member shall shut down or close the unsafe area and advise the co-chairs, OHS Coordinator and the Site Manager of a “Workplace Stoppage”.
- The site manager shall comply immediately with the work stoppage order.
- The Co-chairs will examine the unsafe area and either determine that it is safe or ensure that the deficiencies are corrected before any workers return to the area.
- The Co-chairs must be completely satisfied that the area is safe before they rescind a work stoppage order.
- In the event that the co-chairs do not agree on the safety of the area, the Ministry of Labour Training and Skills Development will be brought in and their decision shall be final.

The CDSBEO Site Inspection Form can be accessed through eBase: <https://cdsbeo.ebasefm.com/>