

# ADMINISTRATIVE PROCEDURES

**SUBJECT:** Secondary Facility Site-Based Safety Inspections

The Board believes in the internal responsibility system whereby staff members at each site are in the best position to identify hazards at that site. Therefore, in keeping with this philosophy the site-based health & safety representatives at each Secondary Facility are responsible for performing the required monthly safety inspection at their facility. Secondary Facilities include all Secondary Schools, Adult Learning Centres, and the Sarnia Building Services Department.

## Procedure for Inspecting a Secondary Facility:

1. CUPE and OSSTF will select from their respective memberships one member each to be the Site Based Worker Health & Safety Representative at each secondary facility. These Worker Representatives will be responsible for inspecting the physical condition of the facility.
2. The Employer shall select one person from school management to be the Site Based Management Health & Safety Representative. This person shall ensure the inspections are completed as required and that all items identified on the inspection report are addressed. The Management Representative, if possible, may accompany the Worker Representative during the inspection tour.
3. Facility inspections will be carried out on a monthly basis unless otherwise approved by the Secondary Facilities Joint Health & Safety Committee. Where it is not practical or possible to inspect the entire worksite on one date, a portion of the facility shall be inspected monthly such that the entire facility is inspected every six months.
4. Both Worker Representatives at each facility are to meet in September to discuss the scheduling of the inspections. The inspections are to be divided evenly between the two Worker Representatives such that each will conduct six inspections per calendar year. The Worker Representative from CUPE will automatically be responsible for the July and August inspections.
5. The Worker Representatives shall determine in consultation with the Management Representative the actual date for each inspection. The scheduling should be kept as unannounced to other staff members as possible. A copy of the inspection schedule must be sent to both the Board's Health & Safety Department (c/o Sarnia Education Centre) and the Secondary Facilities Joint Health & Safety Committee (c/o OSSTF Offices) at the beginning of September in order to have it available for their first meeting.

6. The Worker Representative will document all items identified during the inspection tour by completing the Hazard Identification Section of the “Inspection Report Form” and sharing the results with the other two Health & Safety Representatives at the facility. The Management Representative is responsible for completion of the Corrective Action Section of the Form.
7. Additional completed copies of the form will be submitted by the Management Representative within five (5) days to:
  1. The School Principal/Building Supervisor,
  2. Secondary Facilities JH&S Committee (c/o OSSTF Offices),
  3. Building Services Department, and
  4. Health & Safety Officer
8. The Worker Representative at a Secondary Facility shall have at least one (1) day per month in the month that they conduct the inspection to complete the inspection. This time will also be used to prepare reports, to meet with the Management Representative to discuss the report and any recommendations, to respond to other worker health and safety matters, to conduct accident investigations and to perform any other duties as assigned by the Secondary Facilities Joint Health & Safety Committee.
9. In the event that the Site Based Representatives disagree, the item of disagreement should be documented by one of the Representatives on a “Potential Incident/Immediate Action Form” and submitted to the Health & Safety Department as per the flow chart for resolving a health & safety concern. The Safety Officer will share with the Committee all Secondary Facilities Potential Incident/Immediate Action Forms.
10. The Management Representative will keep on file for one (1) year all facility inspection reports. The Worker Representatives will be responsible for ensuring that a copy of the most recent report is posted on all health & safety bulletin boards at the facility. The Health & Safety Officer will be responsible for keeping on file all site inspection reports for each facility for a period of five (5) years. After five (5) years the reports will be sent to the Records Management Co-ordinator for final storage.

Implementation Date: September 10, 2003

Reference: Policy  
Health & Safety Act and Associated Regulations