

SITE INSPECTION PROCEDURES

Site inspections are carried out by a member of the Workplace Safety and Health Steering Committee that is assigned to that site, the sites, administrator, custodian and site based Workplace Safety and Health representative.

Seven Oaks School Division uses our own site inspection report forms to record the inspections. These forms are separate for:

- Classrooms
- Gymnasium Facilities
- General Safety
- Applied Arts

As the group tours the facility they follow the report forms as a guide, filling in the answers to questions asked for each classroom, gym or applied art classroom. The general form is used to record workplace conditions. The forms are marked to indicate if a follow up is required.

During the inspection Staff are informed that a Workplace Safety and Health inspection is taking place and are asked if there are any concerns.

Once completed the site representative obtains signatures of the administrator, custodian, steering committee representative; signs and dates the forms and keeps a copy for themselves.

The site representative forwards copies to each party in the group, the site committee and the steering committee.