

TOPIC: Health and Safety	SUBJECT: Workplace Inspections And Spot Checks	Code: HS080
		Date of Issue: June 2001
		Revised: June 2010
		Reviewed: Sept 2009
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PURPOSE: To define the process and frequency of workplace inspections and spot checks which are conducted in the offices and N.E.I.G.H.B.O.U.R.S. homes where Avenue II is named on the lease.

RESPONSIBILITY WORKERS:

1. Participate in workplace inspections.
 2. Offer input into health and safety concerns of the work location.
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RESPONSIBILITY JHSC:

Worker Member of the Health and Safety Committee

Workplace Inspections (Avenue II Office, Bay Court Office, Day Services Apartment):

1. Monthly workplace inspections will be performed by a Worker Member.
2. Document on the JHSC Workplace Monthly Inspection Form any concerns, repairs, or recommendations.
 - a. The form must indicate:
 - i. The hazard.
 - ii. The severity of the hazard, i.e., mild, moderate or severe
 - iii. The recommendations or details, including if it was a repeat item.
Note: The response by the Director must be received by the worker member of the Health and Safety Committee within twenty-one (21) calendar days. If hazard is rated as moderate or severe, the worker member must inspect the corrected action.
Issues rated as moderate or severe must be dealt with in a timelier manner, preferably twenty-four (24) hours.
3. The completed JHSC Workplace Inspection Form will be circulated for review in the following manner:
 - i. Director of Finance and Administration / Director of Support Services (as applicable)

Manual of Administration

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- ii. Executive Director
 - iii. Human Resources Assistant for filing.
4. Twice per year, during the January and July office inspections, all office furniture (mainly chairs) will be inspected individually for ergonomic issues, i.e., loose back support, missing screws, etc. The Office Furniture Inspection Form will be completed by the person performing the inspection. The completed form will be circulated for review by the Director of Finance and Administration, and the Executive Director and filed by the Human Resources Assistant.

N.E.I.G.H.B.O.U.R.S. Inspections:

1. Workplace inspections will be performed two (2) times per year of all locations where Avenue II is named on the lease.
 - a. An annual schedule of inspections will be determined at a Health and Safety Committee at the end of each year.
 - i. The scheduled dates are to be:
 - Available in the home, and
 - Available in the office (posted on the Health and Safety bulletin board)
2. Document on the JHSC Workplace Inspection Form any concerns, repairs, or recommendations.
 - a. The form must indicate:
 - i. The hazard.
 - ii. The severity of the hazard, i.e., mild, moderate or severe
 - iii. The recommendations or details, including if it was a repeat item.

Note: The response by the Director must be received by the worker member of the Health and Safety Committee within twenty-one (21) calendar days. If hazard is rated as moderate or severe, the worker member must inspect the corrected action. Issues rated as moderate or severe must be dealt with in a timelier manner, preferably twenty-four (24) hours.
3. The completed JHSC Workplace Inspection Form will be circulated for review in the following manner:
 - i. Director of Support Services
 - To notify Manager of the home
 - To copy General Manager of Support Services
 - ii. Executive Director

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- iii. Human Resources Assistant for filing

Joint Health and Safety Committee

- 1. Ensure that a schedule of inspections is developed that co-ordinates with the scheduled Manager’s workplace inspections.
- 2. Ensure the JHSC Workplace Inspection Form used, reflects the health and safety needs of the workplace.
- 3. Ensure that the JHSC reviews all hazards identified on inspection.

Management Member of the Joint Health and Safety Committee

- 1. Accompany a Worker Member on JHSC workplace inspection in each N.E.I.G.H.B.O.U.R.S. location where an inspection is required.
- 2. Accompany a Worker Member on JHSC workplace inspections in office locations.

RESPONSIBILITY MANAGER:

Workplace Inspections:

- 1. Offer input on workplace inspections performed by the JHSC.
 - a. Respond to concerns identified within twenty-one (21) calendar days. Issues rated as moderate or severe must be dealt with immediately.
- 2. Managers will be responsible to perform independent **workplace inspections** a minimum of every six (6) months at all locations where Avenue II is named on the lease.
 - a. The workplace inspection schedules will be developed in December of each year, for the following year:
 - i. The scheduled dates are to be:
 - Available in the home, and
 - Available in the office (posted on the Health and Safety bulletin board)
 - b. The Human Resources Assistant will be provided with a copy of the

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scheduled dates to be kept as an agency record.

- c. Document on the Workplace Inspection Form any concerns, repairs, or recommendations.
 - i. The form must indicate:
 - The hazard.
 - The severity of the hazard, i.e., mild, moderate or severe.
 - The recommendations or details, including if it was a repeat item.
- d. The completed Workplace Inspection Form will be circulated for review in the following order:
 - i. Director of Support Services
 - ii. Executive Director
 - iii. Human Resources Assistant for filing.
- e. The Manager will be responsible for ensuring any hazards identified are responded to immediately. All follow-up shall be documented and copied to the Human Resources Assistant.

Spot Checks:

- 1. Managers will be required to perform health and safety spot checks four (4) times per year at all locations where Avenue II is named on the lease, using the Manager’s Spot Check Form. The Manager will be responsible for ensuring any hazards identified are responded to immediately. If a hazard is rated as moderate or severe the Manager will need to re-inspect to make sure hazard has been corrected. All follow-up shall be documented and returned to the General Manager who will ensure follow up is complete.
- 2. At the end of each year, the Manager will schedule spot check dates for the next year.
- 3. This schedule will be copied to the Director of Support Services and the Human Resources Assistant.
- 4. Completed Spot Check forms will be forwarded to the Director of Support Services for review prior to filing by the Human Resources Assistant.

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Director of Support Services/General Manager:

Workplace Inspections and Spot Checks:

1. Director of Support Services and the General Manger of Support Services will accompany a Manager on a minimum of one (1) workplace inspection each year and two (2) spot checks each year.
2. At the end of each year, the Director of Support Services/General Manager will determine which dates they will attend and inform the Human Resources Assistant.
3. The Director of Support Services will review and sign off on all workplace inspections and spot checks performed by the Managers, JHSC Workplace inspections and submit forms for filing by the Human Resources Assistant.

Director of Finance and Administration:

1. Accompany JHSC worker member on two (2) N.E.I.G.H.B.O.U.R.S. inspections each year.

Human Resources Assistant:

1. Ensure that required inspections outlined in this policy are performed and filed in appropriate locations.
2. Post a schedule of Office and N.E.I.G.H.B.O.U.R.S. Workplace Inspections in the required locations.
3. Assist in ensuring that follow up required is completed in a timely manner.

Executive Director:

1. Review all workplace inspections performed in the agency.
2. Accompany the JHSC worker member on two (2) office inspections each year.