



MANUAL OF ADMINISTRATION

TOPIC: Health and Safety	SUBJECT: Workplace Inspections	Code: HS080
		Date of Issue: June 2001
		Revised: November 2019
		Page 1 of 2

PURPOSE: To define the process and frequency of workplace inspections which are conducted at all Avenue II workplaces that employ 5 or more workers.

N.E.I.G.H.B.O.U.R.S. / OFFICE / DAY SERVICE Locations Inspection Process – Mandatory: Non - N.E.I.G.H.B.O.U.R.S. Location Inspection Process – Optional at the discretion of the individual we support:

1. **Forms** - located in Central File in the Office
 - 1.1. **N.E.I.G.H.B.O.U.R.S. / OFFICE** - JHSC Workplace Monthly.
 - 1.2. **Non - N.E.I.G.H.B.O.U.R.S. / DAY SERVICE** - Apartment Inspection Form
 - 1.3. **Manager Due Diligence Report**

2. **Health and Safety Representative Responsibility** -
 - 2.1. Inspect the location monthly prior to 30th of each month. In their absence the alternate shall inspect.
 - 2.2. Complete the Inspection Form noting any hazards or issues for resolution.
 - 2.3. If the Non- N.E.I.G.H.B.O.U.R.S.'s location declines the inspection note the date of the attempt and submit.
 - 2.4. Sign off on any hazards resolved.
 - 2.5. Discuss any hazards not resolved with Manager. If issue still not resolved to Representatives satisfaction forward to Worker JHSC. Representative to be brought forward at JHSC Meeting.

3. **Manager's Responsibility** –
 - 3.1. Ensure that the inspection has been completed and brought or faxed in to office.
 - 3.2. Review the inspection and complete the Manager Due Diligence Form.
 - 3.3. If there are no issues both Forms are submitted to the General Manager of Support Services before the 21st of the following month.
 - 3.4. **If there are concerns:**
 - 3.4.1. Copy the inspection to the General Manager of Support Services.
 - 3.4.2. Deal with the issues in a timely matter.
 - 3.4.3. Report the outcome to the General Manager of Support Services.
 - 3.4.4. Inform the Health and Safety Representative of resolution. Ensure agreement and re-inspection by Representative and appropriate sign off.

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		Page 2 of 2

4. **General Manager Responsibility -**

4.1.1. Ensure all issues dealt with, sign off and forward to the Director of Support Services.

5. **Director of Support Services responsibility -** review and sign off the Inspection Package. Ensure all matters are dealt with prior to submission to Executive Director.

6. The Executive Director will review the package, sign off then forward to the Human Resources Officer for tracking and filing.

JHSC Responsibility in N.E.I.G.H.B.O.U.R.S.'s Location:

1. **Frequency -** Once a year. A schedule will be determined and posted on the JHSC board each year. Office Furniture will be inspected in January and July by the Worker Co-Chair.

2. **Composition of Team -** one management member and one worker member of the JHSC. In the case of the offices (122 S. Cumberland St/Bay Court Office) /Day Services Apartment the team will be the Worker Co-Chair and the Human Resources Officer.

3. **Forms -** JHSC Workplace Monthly Inspection.

4. The Executive Director will review the package, sign and forward to the Human Resources Officer for tracking and filing.