



MANUAL OF ADMINISTRATION

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| TOPIC: Health and Safety | SUBJECT: Workplace Inspections | Code: HS080 |
| | | Date of Issue: June 2001 |
| | | Revised: December 2023 |
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PURPOSE: To define the process and frequency of workplace inspections which are conducted at all Avenue II workplaces that employ 5 or more workers.

Note- Residential locations for the purpose of the policy will include all 24 hour locations. Less than 24 hour locations will be included on a case by case basis.

RESIDENTIAL LOCATIONS / OFFICE / DAY SERVICE Locations Inspection Process – Mandatory:

1. **Forms** - located in Central File in the Office
 - 1.1. **Residential locations/ office-** JHSC Workplace Monthly.
 - 1.2. **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. Sign off on any hazards resolved.
 - 2.4. 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 submitted.
 - 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 Director of Support Services before the 21st of the following month.
 - 3.4. **If there are concerns:**
 - 3.4.1. Copy the inspection to the Director of Support Services.
 - 3.4.2. Deal with the issues in a timely matter.
 - 3.4.3. Report the outcome to the Director 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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4. **Director of Support Services responsibility** - review and sign off the Inspection Package. Ensure all matters are dealt with prior to submission to Executive Director.
5. The Executive Director will review the package, sign off then forward to the Human Resources Officer for tracking and filing.

JHSC Responsibility in office locations:

1. **Frequency** – Offices (122 S. Cumberland Street/ Bay Court) will be inspected monthly by the worker Co-Chair. Once a year the Human Resources Officer will complete an inspection with the Worker Co-Chair. Office furniture will also be inspected in January and July by the Worker Co-Chair.
2. **Forms** - JHSC Workplace Monthly Inspection.
3. The Executive Director will review the package, sign and forward to the Human Resources Officer for tracking and filing.