

#107617

BUILDING AND GROUNDS INSPECTIONS

The Manager, Maintenance and Safety will establish a system for regular inspections of the Division's facilities and grounds, including any buildings leased out. Persons checking the building and grounds will keep a record of the inspection and submit this record to the Manager, Maintenance and Safety.

Each Principal, with the assistance of the school's Work Place Safety and Health Committee will be responsible for safety at the school. General areas of emphasis will include accident record keeping, plant inspection, fire safety, driver and vehicle safety, school site inspection, and emergency procedures and traffic safety on school grounds relevant to students, employees and the community.

The principal, with the assistance of the school's Work Place Safety and Health Committee, will be responsible for making regular inspection reports as required. These reports will identify conditions, and suggest corrections. When a risk is identified the principal will take such corrective action as deemed necessary to provide for a safe and secure environment until permanent solutions are complete.

Each facility within the division has a unique inspection form. The sole purpose of the form is to assist the WSH committee inspection team. Hazards noted during the inspection must be reviewed at the next WSH Committee meeting. The committee will recommend corrective action and note outstanding issues on the official minute form.

Principals are requested to submit an annual report setting out suggestions for improvement for the consideration of the Finance/Facilities Committee.

REVISED 83-07-12 Board Motion 464-83

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