

<b>TOPIC:</b> Health and Safety	<b>SUBJECT:</b> Workplace Inspections And Spot Checks	<b>Code:</b> HS080
		<b>Date of Issue:</b> June 2001
		<b>Revised:</b> February 2007
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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 and home spot checks.
2. Offer input into health and safety concerns of the work location.

**Worker Member of the Health and Safety Committee**

**Workplace Inspections (Avenue II Office, Bay/Court Office/Apartment):**

1. Monthly workplace inspections will be performed by a Worker Member.
  - a. 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, and signed off by the Director of Finance and Administration and the Executive Director and filed by the Human Resources/Financial Assistant.
2. Document any concerns, repairs, or recommendations in writing to the Director of Finance and Administration.
  - a. The letter must indicate:
    - i. The issues of concern
    - ii. The severity of the issues, i.e., mild, moderate or severe
    - iii. The recommendations for remedy
    - iv. That the response by the Director must be received by the Health and Safety Committee within twenty-one (21) calendar days.
    - v. That critical issues must be dealt with in a timelier manner, preferably twenty-four (24) hours.
  - b. The completed workplace inspection and copy of the letter (where applicable) will be circulated for review in the following manner:
    - i. Director of Finance and Administration
    - ii. Executive Director
    - iii. Human Resources/Financial Assistant for filing.

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3. Complete a Workplace Inspection Follow-Up Form if any issues are identified, and submit a copy to the Human Resources/Financial Assistant. It is the responsibility of the person completing the Workplace Inspection Follow-Up Form to ensure that any issues addressed are followed up with. The Joint Health and Safety Committee member may ask the Human Resources/Financial Assistant for assistance to complete letters and Follow-Up Forms.

### **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. A schedule of inspections will be determined at a Health and Safety Committee meeting in December 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 any concerns, repairs, or recommendations in writing to the Manager of the location.
  - a. The letter must indicate:
    - i. The issues of concern
    - ii. The severity of the issues, i.e., mild, moderate or severe
    - vi. The recommendations for remedy
    - vii. That the response by the Manager must be received by the Health and Safety Committee within twenty-one (21) calendar days.
    - viii. That critical issues must be dealt with in a timelier manner, preferably twenty-four (24) hours.
  - b. The completed workplace inspection and a copy of the letter (where applicable) will be circulated for review in the following order:
    - i. Manager
    - ii. Director of Support Services
    - iii. Executive Director
    - iv. Human Resources/Financial Assistant for filing.
3. Complete a Workplace Inspection Follow-Up Form if any issues are identified, and submit a copy to the Human Resources/Financial Assistant. It is the responsibility of the person completing the Workplace Inspection Follow-Up Form to ensure that any issues addressed are followed up with. The Joint Health and Safety Committee member may ask the Human Resources/Financial

Assistant for assistance to complete letters and Follow-Up Forms.

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### **Health and Safety Committee**

1. Ensure that a schedule of inspections is developed that do not duplicate the scheduled Manager's workplace inspections.
2. Ensure the forms used reflect the health and safety needs of the environment.
3. Ensure follow-up on concerns are received within twenty-one (21) calendar days, using the Workplace Inspection Follow-Up Form.

### **Management Member of the Health and Safety Committee**

1. Accompany a Worker Member on one (1) workplace inspection per year in each N.E.I.G.H.B.O.U.R.S. location where an inspection is required.
2. Accompany a Worker Member on three (3) workplace inspections per year in office locations.

### **Managers**

#### **Workplace Inspections:**

1. Offer input on workplace inspections performed by the worker representative of the JHSC and/or the JHSC.
  - a. Respond to concerns identified within twenty-one (21) calendar days. Critical issues 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/Finance Assistant will be provided with a copy of the scheduled dates to be kept as an agency record.

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- c. The completed workplace inspection will be circulated for review in the following order:
  - i. Director of Support Services
  - ii. Executive Director
  - iii. Human Resources/Financial Assistant for filing.
- d. The Manager will be responsible for ensuring any deficiencies found are responded to immediately. All follow-up shall be documented and copied to the Human Resources/Financial Assistant.
- e. The Manager will complete a Workplace Inspection Follow-Up Form when any issues are identified and dealt with.

**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 prescribed form. The Manager will be responsible for ensuring any deficiencies found are responded to immediately. All follow-up shall be documented and copied to the Human Resources/Financial Assistant.
2. The Manager will complete a Workplace Inspection Follow-Up Form when any issues are identified and dealt with.
3. In December of each year, the Manager will schedule spot check dates for the year.
4. This schedule will be copied to the appropriate Director of Support Services and Human Resources/Financial Assistant.
5. Completed Spot Check forms will be forwarded to the appropriate Director of Support Services for review prior to filing by the Human Resources/Financial Assistant.

**Director of Support Services:**

**Workplace Inspections and Spot Checks:**

1. Directors will accompany a Manager a minimum of one (1) workplace inspection

each year and two (2) spot checks each year.

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2. In December of each year, the Director will determine which dates they will attend and inform the Human Resources/Financial Assistant.
3. They will be required to sign off as present on the required documentation.
4. Directors will review and initial all workplace inspections and spot checks performed by the Managers they supervise prior to filing by the Human Resources/Financial Assistant.

**Director of Finance and Administration:**

1. Accompany Worker Member on two (2) office inspections per year.

**Health and Safety/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 Workplace Inspection Follow-Up required is completed in a timely manner through the use of a letter to a Director/Manager and the Workplace Inspection Follow-Up Form.
4. File the Workplace Inspection Follow-Up Forms with the corresponding Workplace Inspection once completed.

**Executive Director:**

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

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