



## Administrative Procedure 5165

# Workplace Safety and Health – Inspections

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**Board Governance Policy Cross Reference:** [1](#), [12](#), [13](#)

**Administrative Procedures Cross Reference:**

[Workplace Safety and Health](#)

[Workplace Safety and Health – Contractors](#)

[Workplace Safety and Health – Duties and Responsibilities for Safety and Health](#)

[Workplace Safety and Health – Investigating Workplace Incidents and Refusals to Work](#)

**Form Cross Reference:**

[Safety Inspection Form](#)

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**Legal/Regulatory Reference:**

[Workplace Safety and Health Act](#)

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**Date Adopted:** October 2006

**Amended:** December 2017

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The purpose of this administrative procedure is to help identify and correct workplace hazards before they cause injuries and illnesses.

### Scheduled Inspections

Regular inspections shall be done of every school building, administration building, and maintenance/transportation building in the Brandon School Division.

The two separate Workplace Safety and Health Committees for Crocus Plains Regional Secondary School and the combined committee for Vincent Massey High School and École Secondaire Neelin High School shall perform complete school inspections quarterly prior to their scheduled meetings.

All high schools shall maintain a file of their Inspection Reports and retain them for 3 years.

The remaining Division K-8 schools will conduct four complete inspections yearly. The inspection reports from these schools will be forwarded to the central Workplace Safety and Health Committee.

Normally, the inspection will be conducted by the school leader, school custodian, school safety representative, and the Division Safety Officer.

All K-8 schools shall maintain a file of their Inspection Reports and retain them for 3 years.

### **Informal Inspections**

Each school leader is encouraged to conduct inspections more frequently. It is not necessary to provide the Workplace Safety and Health Committee with reports of informal inspections.

### **Workplace Safety and Health Committee**

Each school shall submit an Inspection Report in a form acceptable to the Workplace Safety and Health Committee at its next meeting after the inspection has taken place. The Workplace Safety and Health Committee will be responsible for reviewing the Inspection Reports and initiating any appropriate action required. Members of the committee shall participate in at least one scheduled inspection annually.

### **Equipment Inspections and Maintenance**

Wherever practical, procedures/practices will be developed and implemented to inspect machinery, tools, and equipment before they are used and preventative maintenance used for early detection of problems in order to prevent breakdown of equipment and machinery.