

## INSPECTION PROCEDURE

### Procedure:

It shall be the responsibility of the Principal and Workplace Health and Safety Committee Rep of each School Building within the Division to conduct an inspection of their specific buildings and grounds on a quarterly basis every year prior to the Workplace Health and Safety Committee meetings.

The inspection shall be carried out by the Principal, custodian and the Supervisor of Buildings and Maintenance in order to gather information that may be discussed through the quarterly meetings as mandated by the Workplace Health and Safety Act sec 40(10) h: Inspection of the workplace at regular intervals.

### Purpose

To identify and correct potential safety and health hazards. A standard inspection checklist will be used to conduct these inspections.