



SD #10 (Arrow Lakes) District Protocol

Annual Site Safety Inspections

Overview:

School District 10, Arrow Lakes recognizes that the health and safety of all employees, students, and community members is an important concern and is, therefore, committed to providing a safe and healthy working and learning environment. The following protocol has been developed in an effort to protect staff against health and accident hazards.

Procedures

1. All School District schools will be inspected annually in the fall by either the site based OH&S committees or by the Manager of Operations and Transportation (MO/T)
2. In schools the OH&S committees are to consist of four members: the principal, a member of ALTA, a member of CUPE and one other member who may or may not be the vice-principal.
3. Each site will develop its own checklist of rooms and locations to be inspected.
4. The inspection will identify:
 - a. Hazards that are placing staff and students at risk for their safety
 - b. Maintenance work that needs to be undertaken within a month
 - c. Housekeeping tasks that site based staff need to complete within a month
5. Any hazards of immediate concern to safety will be reported to the MO/T immediately who will act upon this promptly.
6. The results of the inspection will be reported to the MO/T within a week.
7. The MO/T will work through the maintenance tasks in priority order and report back to the site supervisor on progress.
8. The school district will pay for staff coverage for the inspection on an annual basis.
9. The Board Office and the Maintenance Shop are periodically inspected for safety by the MO/T.
10. The school site based team are also charged with observing, identifying and reporting safety issues to the site supervisor as they arise.

Related Documents/Forms

- **S-05 Shop Safety Protocol**
- **Approval of Materials in Shop**
- **Annual Inventory of Hazardous Materials**