

Category: Health & Safety

Subject: Executive Director Workplace Inspections

Policy:

The Executive Director will inspect each Assisted Living Project and the Head Office location annually.

Procedure:

The Executive Director will accompany the Assisted Living Project supervisor and the JHSC worker representative on one of their monthly inspections and will add his name and signature with the date to the inspection report.

Prior to the inspection, the Executive Director will review previous inspection reports, the most recently available injury analysis and first aid record(s) and recent monthly workplace inspections. The Executive Director will use past records to determine critical or important health and safety items to inspect.

The Executive Director will establish a schedule for the year to conduct these inspections.