

TRILLIUM LAKELANDS DISTRICT SCHOOL BOARD PROCEDURES FOR SITE INSPECTIONS

1.0 INSPECTION

- 1.1 Site/School inspections will be done monthly by the site member.
- 1.2 The time of the inspection would be scheduled in consultation with the Principal/Supervisor.
- 1.3 The site/school may be divided in sections and part of the site/school inspected each month.
- 1.4 The Principal/Supervisor may accompany the site member on the inspection.

2.0 REPORT

- 2.1 The site member will conduct the inspection and complete the report.
- 2.2 The report must be given to the Principal/Supervisor.
- 2.3 Copies of the report must be sent to the committee member assigned to the school and the Board Office (to Susan Kirkpatrick) within three days of the inspection.

3.0 PRINCIPAL RESPONSE

- 3.1 The Principal/Supervisor will review the inspection report, preferably with the site member and complete the section "Principal/Supervisor Comment".
- 3.2 The Principal will send the report to the committee member assigned to the school and the Board Office (to Susan Kirkpatrick) within five days.

4.0 BOARD RESPONSE

- 4.1 Emergency and imminent danger. These items must be reported immediately and temporary controls will be taken immediately.
- 4.2 Routine Maintenance will be corrected within six weeks.
- 4.3 Capital projects and facility improvements will be given budget consideration and resources.

5.0 SAFETY COMMITTEE RESPONSE

- 5.1 The site member or the committee member assigned to the school can call the co-chair (worker) of the committee and report any item, which may require immediate attention.

- 5.2 The co-chair (worker) will consult with the co-chair, management and make a recommendation to the Board. The recommendation must be sent to Jim Bradley or Susan Kirkpatrick.
- 5.3 The inspection reports will be reviewed by the safety committee during the regular meeting and the committee may make recommendations to the Board.
- 5.4 The Board will provide written responses to all committee recommendations within twenty-one (21) days.