



## 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 and Reporting 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; September 2025

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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 Workplace Safety and Health Committee Inspections**

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

The committee members of each building will conduct four complete inspections yearly. Normally, the inspection will be conducted by the school leader, school custodian, safety representative(s), and the Division Safety Officer. All buildings shall maintain a file of their Inspection Reports and retain them for 5 years (legal requirement). All buildings are to forward their inspection reports to the Division Safety Officer.

### **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.

## **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.