

### **13.5 Department of Labour Inspections, Orders/ Directives Procedures**

The Department of Labour, upon arriving at our facilities/schools, should meet with the Site Manager/Principal. The Site Manager/Principal will accommodate the Department of Labour's needs to the best of their ability and will provide the opportunity for a member or members of the Joint Occupational Health and Safety Committee to accompany the Department of Labour Inspector during the inspection. The Site Manager/Principal will contact the SSRSB OH&S Officer and inform them that the DOEL Officer is at the facility as soon as possible.

The Department of Labour, pursuant to the Occupational Health and Safety Act, will produce an inspection report upon completing the inspection. This report may include orders/directives. The Site Manager/Principal is required to sign these reports.

The Site Manager/Principal will make this report available to the Joint Occupational Health and Safety Committee. This report must also be posted prominently in the facility/school.

The report shall be forwarded directly to Superintendent of Schools and the Occupational Health and Safety Officer. It must be delivered via fax and/or courier within 24 hours of receiving the report. The Superintendent of Schools will respond to the Department of Labour. A copy of this response will be forwarded to the Site Manager/Principal, the Joint Occupational Health and Safety Committee, the OH&S Officer and must be posted prominently in the workplace. The OH&S Officer will enter the order into a data base and track the status of the orders.