



PROCEDURE

Title: **MINISTRY OF LABOUR FACILITY VISIT** Procedure No.: **2005e**
Effective Date: **2002 Dec. 17**

Department: Organizational Support Services – Human Resources

Reference(s): - Policy: Health and Safety
- OHSA, R.S.O. 1990

Under the Occupational Health and Safety Act, a Ministry of Labour Inspector may enter in or upon any workplace, and all parts of that workplace, at any time without warrant or notice.

1.0 Ministry of Labour Inspector

- 1.1 Will report to the office and present credentials prior to touring the school/facility.
- 1.2 May ask for a Safety Committee member or a specific person or representative from a specific worker group to accompany them.
- 1.3 May make inquiries of any person in the building as stated in the Occupational Health and Safety Act.

2.0 Principal/Manager or Designate

- 2.1 During a regular inspection, the Principal/Manager, or designate, will accompany the Inspector as well as the Inspector's requested worker representative.
- 2.2 When the inspection has been completed, a written report will be signed for and given to the Principal/Manager or designate. Copies of the report are to be posted in all staff lounges (rooms), the custodial room and copies provided to the Site Committee members.

A copy is to be forwarded to Organizational Support Services (Human Resources) - Health and Safety immediately

- 2.3 If orders have been issued by the Inspector which require "immediate" or "forthwith" attention, a telephone call to the appropriate Safety Specialist is required, to be followed by notification in writing.

Administered By: Organizational Support Services – Human Resources

Amendment Date(s): 2010 October 12, 2017 October 24

3.0 Organizational Support Services (Human Resources) – Health and Safety – Safety Specialist

- 3.1 Provide a copy of the written, signed report from the Ministry of Labour to the Main Joint Health and Safety Committees.
- 3.2 After receiving a report, a Strategy for Compliance will be developed. Responsibilities and nature of the corrective action required will be determined and assigned.
 - 3.2.1 Principal/Manager or Designate will be responsible for those areas which are not part of the facility.
 - 3.2.2 Facility Services will be responsible for those areas which are considered to be part of the structure. All ventilation systems, fire extinguishers and electrics mounted on walls are classified as structural for these purposes.
- 3.3 Receive regular updated reports from the Principal/Manager/Designate and/or Facility Services on their assigned areas.
- 3.4 Complete all Ministry of Labour follow up reporting forms, and the launching of any appeal of orders or any formal statements made in regard to the MOL orders.