

AP 233 - MAINTENANCE, INSPECTION AND SAFETY

Background

Maintenance, inspection and safety of the Division facilities are vitally important functions of the Division. It is through the ongoing duties of Division personnel that the Division is able to plan and monitor its facilities. This is done to meet the needs of students, staff, volunteers and the public.

Procedures

1. Principals and maintenance staff shall regularly inspect school equipment, buildings and grounds for possible unsafe conditions.
2. The Facilities Manager is to arrange safety training as required by provincial legislation including the Occupational Health and Safety Act and Regulations.
3. The Principal is responsible for the ongoing supervision and monitoring of the school's general maintenance. This includes the school building, school grounds and equipment.
 - 3.1 The Principal is to establish procedures with the caretaker to handle minor repairs at the local level and refer major items to the Facilities Department.
 - 3.2 The Principal is to submit recommendations for facility repair and minor renovations to the Facilities Manager for consideration in the Board's budget process.
4. Responsibility of Caretakers:
 - 4.1 The major responsibilities are defined in the job description of caretakers.
 - 4.2 Caretaking operations shall be under the direct supervision of the Principal in accordance with the Education Act and the local Support Staff Agreement.
 - 4.3 Caretaking services shall be under the direct supervision of the Facilities Coordinator.

Reference: Sections 85, 87, 190 Education Act
Occupational Health and Safety Act
National Building Code
National Fire Code