

Inspection Summary

	Responsibility	Duty
1	Local H&S Committee Chair	provide paperwork and designate inspection teams to a specific area
2	Lead Inspector	contact Area Leader(s) to arrange inspection time/guide/PPE
3	Inspection Team	perform inspection & fill out inspection report forms
4	Area Leader/Designate(s)	guide inspection team
5	Inspection Team/Area Leader	<ul style="list-style-type: none"> - inspectors review findings with Area Leader - complete AAction Dates@ and AOverall Target Date@ - sign form(s)
6	Lead Inspector	<ul style="list-style-type: none"> - make a copy of the inspection report forms & send to the Local Health and Safety Committee Chair - give the Area Leader the original inspection forms
7	Area Leader	<ul style="list-style-type: none"> - responsible for ensuring follow up is done - if follow up is needed by Facilities Management, email at fmworkorders@upei.ca
8	Area Leader	responsible to communicate inspection results to individuals within their area of responsibility
9	Facilities Management (when applicable)	- issue work orders, complete the work, send work order completion email
10	Area Leader	send the original completed inspection report forms to the respective Local Health and Safety Committee Chair

db/July 7/10