



TOWN OF GILLAMS

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Workplace Inspection Policy

PLANNED DOCUMENTED INSPECTIONS

TOWN OF GILLAMS

- The Town Clerk/Manager will prepare a workplace inspections checklist to include health and safety issues in the workplace. Inspections will be conducted semi-annually, depending on the risk associated with the hazard.
- Inspections will include conversations with employees regarding potential hazards or concerns.
- Findings are to be recorded on the Workplace Inspections Report form.
- Completed checklist and report forms will be retained for a period of 5 years.

Motion by: Deputy Mayor Blanchard

Seconded by: Councillor Patricia Penney

Date: December 19, 2012

Mayor's Signature: Joy Burt

Town Managers Signature: Shelley Penney