* + 1. Workshop & Equipment Storage

Department: Facility & Environmental Services

Approved By: Planning Team

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Policy

The Gateway of Hope and the Aldergrove Thrift Store will maintain clean, organized and safe workshops, work spaces and storage spaces for equipment and maintenance services tools.

Procedure

Applicable WHMIS and Worksafe Standards will be adhered to.

All supplies, equipment and tools will be safely and properly stored and where required, labelled and/or color coded depending upon their specific type and applications.

All janitorial, shelter workers and maintenance staff will be responsible for the safe and proper use and storage of their equipment in their assigned workspaces and corresponding storage areas.

Inspection of these workspaces, as well as the laundry room, all janitorial closets, linen closets, janitorial storage areas and the maintenance shop will be the responsibility of the Property Manager.

The Property Manager or designate will inspect these spaces, as a minimum, on a weekly basis to ensure applicable safety and storage standards are being maintained. A report will be given to the Executive Director regarding any deficiencies.

Staff will make every reasonable effort to maintain their work environments in a safe, clean and organized manner, and to report to their supervisor any potential or immediate risk or hazard in a timely manner.

The OH&S Committee will conduct a monthly inspection of these areas and make recommendations regarding improvements to health and safety practices related to these spaces.