

HEALTH AND SAFETY CHECKLIST PROCEDURE

UMCHS will ensure the health and safety of children, staff and facilities by conducting bi-monthly Health and Safety Checklist Inspections and bi-yearly Facility Site Monitor inspections that meet or exceed the Performance Standards 1304.53(a)(9) and (10) (i)-(xvii).

1. Responsible staff will perform inspections according to matrix.
2. Inspection documents will be reviewed with Team Leader. Areas of concern will be discussed and noted on inspection documents. Recommendations for the corrections to the areas of concern, including timeframes for completion, will be noted on the record.
3. Copies of completed facility inspection records will be provided to the Team Leader.
4. Team Leader will provide a written report documenting correction of the areas of concern to staff responsible for conducting initial facility inspection.
5. Staff responsible for performing initial inspection will ensure completed facility inspection documents including Team Leader report of corrected items will be forwarded and filed in the agency's Administrative Monitor File located in the agency's central office.

Health and Safety Facility Inspection Matrix

| Center | Bi-Yearly Facility Site Monitor | Bi-Monthly Health & Safety Inspections |
|------------------------|--|---|
| Annex (office) | OD | OD or ADO |
| Boardman | OD or ADO | HSC |
| Bus Barn | OD | OD or ADO |
| Condon Child Care | NA | Education Manager |
| Enterprise | OD | Program Manager |
| Grant County | OD | Program Manager |
| Hawthorne | OD or ADO | HSC |
| Heppner | OD or ADO | HSC |
| Hermiston CDC | OD or ADO | HSC |
| HHEHS | OD or ADO | HSC |
| Highland | OD or ADO | HSC |
| Irrigon | OD or ADO | HSC |
| Main Office | OD | OD or ADO |
| Milton Freewater / WIC | OD or ADO | HSC |
| Pendleton EHS | OD or ADO | HSC |
| Pine Tree | OD or ADO | HSC |
| Sam Boardman | OD or ADO | HSC |
| Sherman Preschool | NA | Education Manager |
| Stanfield | OD or ADO | HSC |
| Umatilla | OD or ADO | HSC |
| Victory Square | OD or ADO | HSC |
| Wallowa | OD | Program Manager |

ADO = Associate Director of Operations
 OD = Operations Director
 HSC = Health & Safety Coordinator