

## HEALTH AND SAFETY CHECKLIST PROCEDURE

UMCHS will ensure the health and safety of children, staff and facilities by conducting monthly Health and Safety Checklist 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	Facility Inspections (September & February)	Monthly Health & Safety Inspections
Boardman	OD or HSC	OD or HSC
Condon Child Care	Education Director	Education Director
Enterprise	OD	Program Manager
Grant County	OD	Program Manager
Hawthorne	OD or HSC	OD or HSC
Heppner	OD or HSC	OD or HSC
Hermiston CDC	OD or HSC	OD or HSC
HHEHS	OD or HSC	OD or HSC
Highland	OD or HSC	OD or HSC
Irrigon	OD or HSC	OD or HSC
Milton Freewater	OD or HSC	OD or HSC
Pendleton EHS	OD or HSC	OD or HSC
Pine Tree	OD or HSC	OD or HSC
Sam Boardman	OD or HSC	OD or HSC
Sherman Preschool	Education Director	Education Director
Stanfield	OD or HSC	OD or HSC
Umatilla	OD or HSC	OD or HSC
Victory Square	OD or HSC	OD or HSC
Wallowa	OD	Program Manager

OD = Operations Director

HSC = Health & Safety Coordinator