

PATHWAYS ABILITIES SOCIETY

PROCEDURE: DAMAGE OR MISSING ITEM

Applies to: All Personnel, Volunteers and Persons Served

Original Effective Date: April 28, 2003

Effective Date: October 14, 2022

Replaces Procedure Dated: September 13, 2021

Damage

1. Staff:

- If the damaged item requires repair, enters the repair in the “Building and Equipment Repair” ShareVision list. A ShareVision “Damage Missing Item Report” is not required.
- If the damaged item does not require repair, complete “Damage Missing Item Report” in the ShareVision list.
- Notifies the supervisor or manager the form has been completed prior to leaving their shift.

2. The supervisor or manager:

- Reviews the form and ensures all areas of the form are accurately and correctly completed.
- Emails the executive director or designate to notify them that a Damage Missing Item Report has been completed prior to leaving their shift.

3. The executive director or designate:

- Reviews the report.
- Designates required follow up.
- If required, initiates the review of reports at the monthly leadership meeting for further analysis, strategy development, follow up and a potential referral to the Occupational Health and Safety (OH&S) committee in order to prevent reoccurrence.
- Inputs the results of the leadership meeting in the report.

Missing Item

1. Staff:

- Complete the “Damage Missing Item Report” in the ShareVision list.
- Notifies the supervisor or manager the form has been completed prior to leaving their shift.

2. The supervisor or manager:

- Reviews the form and ensures all areas of the form are accurately and correctly completed.
- Emails the executive director or designate to notify them that a Damage Missing Item Report has been completed prior to leaving their shift.

3. The executive director or designate:

- Reviews the report.
- Designates required follow up.

- If required, initiates the review of reports at the monthly leadership meeting for further analysis, strategy development in order to prevent reoccurrence.
- Inputs the results of the leadership meeting in the report.

Witnessing Damage or the Unauthorized Removal of an Item

1. Report the situation immediately to your supervisor or manager.
2. The supervisor reports it to their manager.
3. The manager determines the course of action required.