POLICY TITLE:
Environmental Health and Safety Inspection Policy

OBJECTIVE AND PURPOSE:
In order to protect the health and safety of University Community members and the environment, Environmental Health & Safety inspections are conducted to foster learning, correct unsafe conditions, and improve future performance around environmental health and safety. This policy will establish a framework for conducting inspections and will assign responsibility for each step in the inspection process.

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<th>Issued By: Ash Graves</th>
<th>Date Issued: 4/01/01</th>
<th>Date Revised: 06/21/2018</th>
<th>Effective Date: 6/21/2018</th>
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<tr>
<td>APPROVED:</td>
<td>N/A</td>
<td>N/A</td>
<td>Wendy D. Ash Graves, CSP</td>
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<td>Vice President</td>
<td>Assistant V.P.</td>
<td>Director</td>
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ACTION:

Environmental Health and Safety
- Conduct a wide variety of Environmental Health and Safety inspections of University facilities, and accompany inspectors from external regulatory agencies during inspections of University facilities.
- Document results on an inspection report and provide to the responsible department or individual.
- Monitor status of corrections. If the responsible department or individual has not corrected discrepancies, submitted a plan of corrective action, or requested an extension by the original deadline, escalate the notification to the head of the college, division, etc.
- If the deficiency constitutes an imminent danger, EHS will work with the department to institute an interim measure that removes the immediate hazard until a permanent solution can be implemented.
- Perform spot checks to evaluate completion of corrective actions.
- Maintain department files of all inspection documents.

Responsible Department or Individual
- Cooperate with EH&S and external regulatory agency inspectors. Have a representative participate in the inspection.
- Notify EH&S of all environmental, health, and safety inspections conducted by external regulatory agencies without EH&S participation, and forward a copy of any inspection reports received to EH&S.

- Correct deficiencies as soon as possible and collaborate with EHS to identify interim measure for any imminently dangerous conditions.

- Contact Physical Plant to have work orders issued to correct deficiencies which require building repair or maintenance. Indicate that the repair or maintenance needed is a safety discrepancy. Send copy of work order confirmation to EH&S.

**Facilities Maintenance Departments**

- Place a high priority on correcting safety discrepancies within the established deadline.

- If repairs or maintenance cannot be completed on time, contact the initiator of the request and EH&S to let them know when the repairs or maintenance will be completed.

- If the repair or maintenance is beyond the capability of Physical Plant due to complexity or cost, submit a request for correction to Facilities Planning with copy to EH&S.

- Develop plans, find appropriate funding, and initiate a project to correct safety discrepancies.

- Notify EHS and affected department of plan of action and the time line for completion.