



Environmental Health & Safety Policy & Procedure #9

TITLE: ENVIRONMENTAL HEALTH & 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 find and correct unsafe conditions and/or instances of non-compliance with applicable rules and regulations. This policy will establish a framework for conducting inspections and will assign responsibility for each step in the inspection process.

RESPONSIBILITY: ACTION

- ENVIRONMENTAL HEALTH AND SAFETY (EH&S)**
- ◆ 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 forward a copy to the responsible department or individual along with a definite, yet reasonable, deadline for correction of any discrepancies noted.
 - ◆ 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, issue a second notice to the responsible department or individual with a shorter deadline for correction.
 - ◆ If, after the second notice, a responsible department or individual has not corrected discrepancies, submitted a plan of corrective action, or requested an extension, send a memorandum to the next level of responsibility in the organizational structure, (i.e. Supervisor, Department head, Dean, Director, etc.) requesting action be taken to correct the outstanding discrepancies.
 - ◆ If notification of the next level of responsibility does not result in the discrepancies being corrected, continue sending memorandums to increasingly higher levels of responsibility until reaching the Vice President level. Memorandums to the Vice President level will be sent by the Director, EH&S. Send a copy of the memorandum to all previously notified levels of responsibility each time a higher level is notified.
 - ◆ Conduct follow up inspections or spot checks to ensure that corrections have been made.
 - ◆ Maintain department files of all inspection documents, including a file of outstanding corrections that are difficult, expensive, or require major repair or modification which delays correction.

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| Issued By: Bradley | Date Issued: 04/01/01 | Date Revised: | Effective Date: 04/01/01 |
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| APPROVED: | Vice President | Associate Vice President | Director |

**RESPONSIBLE
DEPARTMENT OR
INDIVIDUAL**

- ◆ Cooperate with EH&S and external regulatory agency inspectors. If at all possible, 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.
- ◆ Within the established deadline, return a copy of the inspection report to EH&S indicating the date each discrepancy was corrected, and/or submit a plan of action with a time table for correction of outstanding discrepancies. Submit a request for extension anytime a deadline cannot be met which explains why the deadline cannot be met.
- ◆ 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.

PHYSICAL PLANT

- ◆ 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.

**FACILITIES
PLANNING**

- ◆ Develop plans, find appropriate funding, and initiate a project to correct safety discrepancies.
- ◆ Notify Physical Plant, EH&S and affected department of plan of action and the time line for completion.

REFERENCE

Presidential Memorandum #85: University Safety Policy

ATTACHMENTS

Presidential Memorandum #85: University Safety Policy – Attachment “A”