

Environmental Health & Safety
Policy & Procedure # 09

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.

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

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 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.