**Chapter 16**

**SAFETY INSPECTIONS**

# REFERENCES:

* 1. [SPPM 2.78 Safety Precautions for Office Workers](https://policies.wsu.edu/prf/index/manuals/safety-policies-procedures-manual/sppm-2-78/)
  2. [SPPM 2.50 Self Inspection](https://policies.wsu.edu/prf/index/manuals/safety-policies-procedures-manual/sppm-2-50/)
  3. [Safety Inspection Checklist](https://policies.wsu.edu/prf/documents/2017/10/2-50-self-inspection-checklist.pdf/)
  4. [WAC 296-155-020 Housekeeping](http://apps.leg.wa.gov/WAC/default.aspx?cite=296-155-020)
  5. [Workplace Hazard Assessment Certification Form](https://ehs.wsu.edu/workplace-safety/personal-protective-equipment/)

# SCOPE:

Workplace safety self-inspections are important to identify and control workplace hazards and to ensure compliance with University policies and regulatory requirements. University policy regarding the performance of safety self-inspections are provided in Safety Policy and Procedures Manual [SSPM 2.50](http://www.wsu.edu/manuals_forms/HTML/SPPM/S20_Accident_Prevention/S20.50_Self_Inspection.htm).

# REQUIREMENTS:

Unit managers must ensure building safety inspections are performed annually, at a minimum. However, high-hazard areas (e.g. chemical storage sites) should be inspected more frequently or when new construction, renovation, or significant process changes occur. The following are EH&S’ safety and housekeeping inspection schedules:

* 1. Office areas are inspected annually;
  2. Chemical storage areas are inspected bi-annually, dangerous waste storage areas are inspected weekly, per RCRA requirements.

Unit managers must ensure safety inspections are documented and documentation is available for review by department personnel. Records shall be maintained per EH&S policies.

1. **BUILDING INSPECTION PROCEDURES:**

Buildingsafety inspections are intended to evaluate potential workplace safety and health hazards referencing the policy requirements outlined in the university safety policy and procedures manual (SPPM).

* 1. Inspections of work areas must be completed by a different unit (e.g. Environmental Services inspects the Occupational Health and Safety work areas).
  2. The inspection must be conducted by the safety committee member or appointee for each unit. It is recommended the Director or unit manager periodically attend the inspection.
  3. The inspection must be documented using the EH&S Building Safety Inspection Checklist (Appendix A) and submitted to all unit managers.
  4. The unit managers shall review and acknowledge the information submitted on the

*Building Safety Inspection Checklist.* Any deficiencies must be communicated to the responsible supervisor(s) and affected employees. Unit managers must work with supervisors and employees to fix deficiencies and recommended corrective actions.

* 1. Supervisors are required to take immediate remedial action to correct any safety deficiencies found during the inspection as identified on the report.
  2. The EH&S Director is responsible to arrange funding of feasible corrective actions that may require modifications to facilities, new furniture or equipment.
  3. The EH&S Safety Committee must review the *Safety Inspection Checklist* at the first meeting following the completionof the inspections. All deficiencies shall be reviewed by the Safety Committee to ensure corrective action has been satisfactorily completed or if further recommendations or follow-up is necessary.

EH&S is committed to identifying and promptly controlling hazardous conditions and practices that are likely to result in injury or occupational illness to employees or occupants. All employees must cooperate with the inspection process and recommended corrective actions.

1. **GENERAL WORKPLACE HAZARD ASSESSMENT:** Supervisors are required to develop and maintain a standard workplace hazard assessment certification form (see Chapter 24, PPE) for routine tasks performed by their employees. Supervisorsmust review the form for additional hazards, as needed, to support the work performed by their employees.

Employees observing a potential safety and health concern are to contact their supervisor. The supervisor should take immediate action to correct the concern. Building maintenance issues should be reported to the Operations unit and Facilities Operations at 335-9000.

Reviewed by:

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