# **UPEI Inspections Procedure**

#### Purpose:

To inspect the campus and identify health and safety concerns which need to meet or exceed established regulations and safety guidelines. Inspections must be documented and followed up on in a timely manner in order to make UPEI a safer place to work, play, study, and visit.

Scope: All areas and departments on campus.

#### Procedure & Responsibilities:

There are several types of inspections that must be carried out on campus.	There are several	types of insp	pections that	must be car	ried out on	campus.
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	Type of Inspection	Coordinated/carried out by:	Time frame
1	Campus inspections	Local Health and Safety Committees	3 year rotation
2	Internal inspections	Area Leaders	Annually
3	Pre-start inspections	Area Leaders	As necessary

#### 1. Campus Inspections

Formal, campus inspections will take place on a 3 year rotation. Year 1 (2011) will include the AVC, Year 2 (2012) includes Science and Facilities Management departments/areas, and Year 3 (2013) includes the remainder of campus (Main Campus).

#### 2. Internal Inspections

Area Leaders must ensure that the areas under their responsibility are inspected internally on an annual basis, either by themselves and/or others in their work area. This internal inspection must be documented (the forms used for the Campus Inspections can be used). Once this annual inspection is completed, the Area Leader must complete the <u>UPEI Internal Inspection Completion Form</u> (see Appendix A) and send it to the appropriate Local Health and Safety Committee Chair. The inspection documentation will be reviewed by the safety committee members who perform the Campus Inspections (every 3<sup>rd</sup> year).

The Area Leader is responsible to ensure standards in the area are known and examined periodically. The frequency of inspection (beyond what is outlined here) and special inspection considerations (such as manufacturer specifications or area-specific checklists) must be a part of a department's/area's inspection process.

### **3. Pre-start Inspections**

Vehicles, equipment and other instruments must be inspected <u>prior to use</u>. Area Leaders are responsible to ensure users are trained on the requirements of a pre-start inspection. This is typically a visual assurance that the equipment (eg. Ladders, fork lift, tools, electrical cords, etc.) or instrument is in safe condition for use. A checklist should be prepared for pre-start inspections (e.g.

forklift).

#### Training

Inspection training will be arranged by the Local Health and Safety Committee and/or Human Resources Department. Trained workplace inspectors will conduct inspections of all UPEI buildings, grounds and work areas. Inspectors may include health and committee members, Area Leaders/supervisors, or other trained persons.

#### Follow-up

Area Leaders are responsible to ensure that follow-up of issues identified takes place. Area Leaders should communicate issues and follow up actions to applicable staff in that area.

#### **Campus Inspection Procedure:**

- 1. Area is inspected by trained inspectors.
- 2. In most cases the local Health and Safety Committees will identify a general period of time for the inspections to take place (example: May to August). Campus wide inspections are to be completed within a three year rotational basis.
- 3. Inspection Teams:

The local Health and Safety Committees will organize their inspections by pairing up inspection teams with the areas to be inspected. Each team will have a Lead Inspector who is often a Health and Safety Committee Member. The teams will usually consist of 1 committee member (Lead Inspector) plus another individual familiar with the area or 2 committee members (appoint a Lead Inspector within). It is not recommended that inspectors inspect their own areas. Health and Safety Steering Committee members can be involved with a local committee inspection.

#### 4. Safety:

Inspectors should wear the protective equipment required in the areas they enter. Find out in advance what PPE is required. Inspectors should not go through unfamiliar areas without a guide (particularly labs, animal facilities, mechanical areas, etc.).

5. Guide:

The Area Leader will act as a guide and accompany the inspection team, or designate other(s) who are familiar with the areas to be inspected.

6. The Lead Inspector will be responsible for contacting the Area Leader of the areas they will be inspecting in order to identify a guide to accompany the inspection team and to set a time & date for the inspection.

#### 7. Inspection Reports

The UPEI Health and Safety Inspection Report is generic and is to be used mainly for areas such as offices, common areas, classrooms, etc. on campus. Specific reports will be used for

laboratories/barns and for Facilities Management inspections. The format of all the inspection reports will be consistent.

Note the inspection # (dd/mm/yy - Location # - which is designated by the Local Health and Safety Committee Chair), inspection date, inspection area, inspectors, local Health and Safety Committee, and area guide on the top of the report.

Column headings on the report are:

Item#:	Item number. *Asterisk will indicate item was previously noted and action not yet taken or issue not adequately addressed.
Y/N/NA:	Indicates the status of the item. Y= Satisfactory, N=Needs Improvement, NA=Not Applicable
Item:	Lists standard items to be reviewed. This list in not all inclusive. Other items can be listed at the bottom of the table or additional information can be attached.
Description:	Further description of the issue or concern with health and safety implications. Identify specific location if necessary.
biosafety cabinet not <u>B - Moderate hazard</u> hazardous waste disp	Severity of hazards often depends on the situation and circumstances. Examples: cylinder not secured, fire exits blocked, unlabelled chemicals, certified, respiratory protection not used) (PPE or MSDS not avail, no evacuation plan, improper bosal) ty, extension cord used permanently, manuals unavailable, food
Corrective Action:	Inspector's recommendation. <u>Note</u> : This is only a recommendation, there are many possible controls. If the person responsible has a better method of control, they are encouraged to use it. Identify what the action has been if different from recommendation (attach other paper if necessary).
*Person Responsible:	Person required to take action. Or, person responsible to identify another person, with more authority, to take action.
*Target Date:	Date set arbitrarily by the inspector. This date is set based on the hazard rating, level of control, cost of control, resources required for control and complexity of implementing control.
	Example of hazard rating and target date (depends on hazard):

high hazard (A): Immediately - 2 weeks
moderate hazard (B): 2 weeks - 2 months
low hazard (C): 1 -3 months

Action Date: Date action is completed. To be filled in by person responsible for taking action

\*Note that the Guide who accompanies the inspectors may be able to assist with identifying the person responsible for follow up and assigning a reasonable target date.

- 8. The inspectors will review their findings with the Area Leader. The inspectors and Area Leader sign and date the bottom of the last page of the form.
- 9. Overall Target Date:

An inspector will fill out the "Overall Target Date" box at the very end of the report which indicates the date when all the actions are to be completed by. This date will trigger follow up between the Local Health and Safety Committee Chair and the Area Leader. The Local Health and Safety Committee Chair will keep a summary of Area Leaders, Area, and the Overall Target Date.

- 10. The Area Leader will be the main contact person responsible for coordinating follow up within the area inspected keeping in mind the target dates. The Area Leader (or assigned alternate) is responsible for following up with Facilities Management, as necessary, through <u>fmworkorders@upei.ca</u>. As work orders are completed, an email will be generated from Facilities Management to communicate completion.
- 11. The Lead Inspector will leave (or send) the original with the Area Leader and send a copy of the report to the appropriate Local Health and Safety Committee Chair. The Area Leaders should provide the inspection report to employees in their area inspected for information purposes.
- 12. Persons responsible to take action are expected to meet the target date. When an action item is complete, write this date in the "Completion Date" column.
- 13. Correspondence:

The person responsible to take action should address any questions or clarifications to the Area Leader. If problems are encountered during follow up or the action cannot be taken by the identified target date, respond to the Area Leader. The Area Leader may need to contact the Local Health and Safety Committee Chair for guidance or to identify a more appropriate date.

14. Completion:

When all items are complete, the Area Leader must sign and date the bottom of the form; copy it to the Lead Inspector and return the original to the appropriate Local Health and Safety Committee Chair.

- 15. Follow up Inspection: Follow up inspections may be scheduled to review the effectiveness of corrective actions that have been taken.
- 16. The original inspection records are filed by the Local Health and Safety Committee Chair for not less than five years.

August 7, 2012

## APPENDIX A

# **UPEI Internal Inspection Completion Form**

This form is to be completed by the Area Leader annually.

I confirm that the areas under my responsibility have been fully inspected internally (by myself and/or others within my department/area) and follow-up has been completed..

Department:
Name:
Fitle:
Signature:
Date:

Send to the Chair of the Local Health and Safety Committee.