

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.

	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 UPEI Internal Inspection Completion Form (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 3rd 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 prior to use. 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 is 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.

Hazard Rating: Severity of hazards often depends on the situation and circumstances. Examples:

A - High hazard (gas cylinder not secured, fire exits blocked, unlabelled chemicals, biosafety cabinet not certified, respiratory protection not used)

B - Moderate hazard (PPE or MSDS not avail, no evacuation plan, improper hazardous waste disposal)

C - Low hazard (dusty, extension cord used permanently, manuals unavailable, food or drink in labs)

Corrective Action: Inspector's recommendation. Note: 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):

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: _____

Title: _____

Signature: _____

Date: _____

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