Safety Inspection Program

Environmental Health, Safety and Risk Management Department

Box 6113, SFA Station
Nacogdoches, Texas 75962-6113

Created May 2004
Purpose and Scope:

This program establishes the requirements for the Safety Inspection Program at Stephen F. Austin State University concerning conducting safety inspections/audits and reporting safety and health hazards. It applies to all Stephen F. Austin State University employees and locations.

An inspection program can be viewed as fact-finding with emphasis on locating potential hazards that can adversely affect safety and health of agency employees and customers. Its primary purpose is to detect potential hazards so they can be corrected before an accident occurs. An inspection can determine conditions that need to be corrected or improved to bring operations up to acceptable standards, both from safety and from operational standpoints. Secondary purposes are to improve operations and thus to increase efficiency, effectiveness, and productivity. While management ultimately has the responsibility for inspecting the workplace, authority for carrying out the actual inspection process extends throughout the organization.

Responsibilities:

1. **Supervisors and managers** will continually observe their employees and work areas for unsafe work practices or conditions in assigned work areas; identify any observable safety hazard or unsafe work practice which may be present; and to personally correct, or implement immediate corrective action, and follow-up.

2. **Individual employees** will be alert to note and personally correct, if possible, any observable safety hazard or unsafe work practice within their individual work area. In the event the hazard or unsafe work practice cannot be immediately corrected, each employee is further responsible to immediately report the situation to his/her immediate supervisor.

3. **Environmental Health, Safety and Risk Management Department** will conduct yearly formal safety walk-through inspections.

Conducting System Safety and Health Audits

**Objective:** To determine if conditions and/or work practices may lead to job accidents and industrial illness.

This program is designed to use inspection time most efficiently, to provide a consistent method of recording observations, and to reduce the possibility of important items being overlooked.

- To locate unsafe conditions and equipment
- To focus on unsafe work practices or behavior trends
- To reveal the need for new safeguards
- To involve more employees in the safety program
Conducting Safety Inspections

Safety inspections should involve everyone. Supervisors and managers will use the enclosed Safety Audit/Inspection Checklist (see Appendix) to serve as a guide and to document random or periodic inspections. The sections that apply to that department should be completed, but additions or modifications to customize the checklist may be necessary and is encouraged. The final form must be coordinated with the Safety Department. Housing Operations and the Physical Plant Department have individual inspection sheets for their specific needs. These checklists should then be routed to the Environmental Health, Safety, and Risk Management Department (Box 6113) to make them aware of any potential hazards. Once an item is on the checklist, it cannot be ignored. Supervisors will provide the agency Safety Department with monthly updates on corrective action(s) and follow-up action taken on corrective action(s) still outstanding.

A thorough inspection should be done once a year by the Environmental Health, Safety, and Risk Management Department and department heads. However, employees should be informed that any potential safety and health issue should be brought to their department head’s attention immediately.

The Safety Department will also conduct additional inspections on their own. The University will be set up into zones, and health and safety inspections will be conducted annually. Lab inspections will also be conducted annually. Stairwell inspections will be conducted semi-annually. Construction inspections will be done as needed.

Steps to Reporting a Safety or Health Hazard

So that employee insight and experience in safety and health protection may be utilized and employee concerns may be addressed, SFA wants to provide a reliable system for employees, without fear of reprisal, to notify management personnel about conditions that appear hazardous, to receive timely and appropriate responses, and to encourage employees to use the system.

1. An employee or department head should complete the “Report of Safety or Health Hazard Form.” (see Appendix) Please fill out the form completely so there will be no delay in determining where or what the problem is and the severity. **You need not sign the form.**

2. Completed forms should be turned in to the Environmental Health, Safety, and Risk Management Department. **If the hazard is serious** call the Environmental Health, Safety, and Risk Management Department immediately (4532).

3. All forms will be evaluated by the Environmental Health, Safety, and Risk Management Department. Priority problems will be resolved immediately. Other problems may be scheduled for solution as time and availability of personnel or equipment permit.
Accidents

Should an accident occur, the Environmental Health, Safety, and Risk Management Department should be notified immediately. The Department head shall collect and provide the Environmental Health, Safety, and Risk Management Department with all pertinent documentation relating to the accident. Contact the Risk Management Department (extension 4514) for information as to the necessary documentation required.
Appendix
## Safety Audit/Inspection Checklist

**Instructions:** Please review the checklist. If you consider an item in your area unsafe, please complete the attached Report of Safety or Health Hazard form and return to the Safety Department (Box 6113).

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Representative</th>
<th>Office/Room #</th>
<th>Building</th>
<th>Date</th>
</tr>
</thead>
</table>

**ITEM**

1. Do the floors have wet or slippery surfaces?  
   - Y  N  N/A
2. Are there any penetrations or depressions in the floors, walls, ceilings?  
   - Y  N  N/A
3. Are carpet or flooring free of holes, tears, etc?  
   - Y  N  N/A
4. Are aisles free of obstructions, including electrical cords and outlets?  
   - Y  N  N/A
5. Are stairwells and exits properly lighted?  
   - Y  N  N/A
6. Are there any unsafe ladders or trolleys?  
   - Y  N  N/A
7. Is general housekeeping good?  
   - Y  N  N/A
8. Are there any top heavy filing cabinets?  
   - Y  N  N/A
9. Is all lifting, including opening window performed properly?  
   - Y  N  N/A
10. Are pins, knives, cutters, and staplers used properly?  
    - Y  N  N/A
11. Is the fire escape doors open and free for exit?  
    - Y  N  N/A
12. Are glass doors either frosted or with lettering or decals?  
    - Y  N  N/A
13. Are all electrical switches and coverplates in place and undamaged?  
    - Y  N  N/A
14. Are all electrical outlets within 6 feet of a faucet/water GFI protected?  
    - Y  N  N/A
15. Are there any cuts or damage to the furniture or accessories?  
    - Y  N  N/A
16. Are there any damaged non-working doors?  
    - Y  N  N/A
17. Is there any evidence of smoking in your area?  
    - Y  N  N/A
18. Are all flammables or corrosives stored properly?  
    - Y  N  N/A
19. Have your employees been informed of the HAZCOM standard?  
    - Y  N  N/A
20. Are fire extinguishers the correct type and in good working condition?  
    - Y  N  N/A
21. Are first-aid facilities available and full of supplies?  
    - Y  N  N/A
22. Are electric fans properly guarded?  
    - Y  N  N/A
23. Is there adequate ventilation in your area?  
    - Y  N  N/A
24. Are ceiling tiles in acceptable condition?  
    - Y  N  N/A
25. Are ventilation grates/filters clean and lint free?  
    - Y  N  N/A
26. Are there any lighting discrepancies, (bulbs, ballast, etc.)?  
    - Y  N  N/A
27. Is Workers Right to Know poster posted?  
    - Y  N  N/A
28. Are MSDS’s located within 5 minutes (if applicable)?  
    - Y  N  N/A
29. Are EXIT lights fully operational?  
    - Y  N  N/A
30. Is there storage within 18 inches of the ceiling?  
    - Y  N  N/A

Any unsafe practices observed:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Comments:
Report of Safety or Health Hazard

Nature of the Hazard:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Location of the Hazard:

Building Name___________________________________________________________
Floor________________________  Area_____________________________________
Room/Workstation Number________________________________________________

Seriousness of Hazard:    Priority #___________________________

1. **Priority 1** – The most serious type of unsafe condition or unsafe work practice that could cause loss of life, permanent disability, the loss of a body part (amputation or crippling injury), or extensive loss of structure, equipment, or material.

2. **Priority 2** – Unsafe condition of work practice that could cause serious injury, industrial illness, or disruptive property damage.

3. **Priority 3** – Unsafe condition or unsafe work practice that might cause a recordable injury or industrial illness or non-disruptive property damage.

4. **Priority 4** – Minor condition, a housekeeping item or unsafe work practice infraction with little or likelihood of injury or illness other than perhaps a first aid case.

Date Submitted:_______________________

Follow-up Action
Completion Date:_______________________

Signature:     Signature by Risk Manager/Safety Director:
_____________________________  __________________________________

Please return form to the Police/Safety Office, Suite 118-N

(Action will be taken whether signed or not)