Safety Inspection Plan

Environmental Health, Safety, and Risk Management Department

Box 6113, SFA Station
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I.   Purpose and Scope

This plan establishes the requirements for the Safety Inspection Plan at Stephen F. Austin State University (SFA) concerning safety inspections and reporting of safety hazards. It applies to all SFA employees and university locations on and off the main campus.

This inspection plan is designed to locate potential hazards that can adversely affect the health and safety of SFA faculty, staff, students, and visitors. The primary purpose of this plan is to detect safety and health hazards so they can be corrected before an accident occurs as well as maintaining compliance with state and federal regulatory agencies. These agencies include but are not limited to: State Office of Risk Management, Texas State Fire Marshal, National Fire Prevention Association, Texas Department of Insurance, U.S. Environmental Protection Agency, Texas Commission on Environmental Quality, and Texas Department of State Health Services.

While the Environmental Health, Safety, and Risk Management Department (EHSRM) as well as University managers ultimately have the responsibility for inspecting the workplace, all SFA employees should understand and implement ongoing safety inspection procedures described in this plan.

II.   Objective

A safety inspection provides a uniform and systematic process for identifying potential hazards or unsafe work practices and identifies the need for corrective actions in order to maintain a safe and healthy work environment. The objective of safety inspections is to determine if conditions and/or work practices may lead to accidents and or illness and take steps to ensure corrective action and follow-up

This plan is designed to provide a consistent method of conducting inspections, and to reduce the possibility of important items being overlooked. The primary functions of the inspection plan include:

- Locating unsafe conditions and equipment;
- Identifying unsafe work practices or behavior trends;
- Identifying the need for new safeguards;
- Involving more employees in the safety program; and
- Implementing corrective actions and follow-up.

III.   Responsibilities

A. <u>Supervisors and managers</u> should 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 personally correct or implement immediate corrective action and follow-up.

B. <u>Individual employees</u> should be alert to note and personally correct, if possible, any 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.

C. <u>Environmental Health, Safety and Risk Management Department (EHSRM)</u> will conduct formal safety walk-through inspections at least annually or on an as needed basis. EHSRM will temporarily stop work or close a work location if any unsafe practice or condition is observed that is immediately dangerous to life and health, until acceptable corrective action occurs.

The following section describes the process of conducting a safety inspection in the workplace and actions needed to correct potential hazards or unsafe work practices.

IV.   Conducting Safety Inspections

Safety inspections should involve SFA employees at all levels. Managers and employees can use the enclosed Safety Inspection Checklist located at the end of this document to serve as a guide and to document random or periodic inspections. This responsibility may also be delegated to other employees based on the manager's approval. The sections that apply to the department should be completed, but additions or modifications to customize the checklist may be necessary and are encouraged. Any completed checklists should be routed to the Safety Department via campus mail at PO Box 6113 or scanned and emailed to safety@sfasu.edu. Any safety deficiencies or violations identified on the checklist will receive prompt attention and follow-up by EHSRM. Supervisors should provide EHSRM with updates on corrective action(s) taken at the department level and communicate any need for assistance in correcting unsafe work conditions.

A thorough inspection of all university facilities will be conducted by EHSRM Safety Officers at least annually or on an as needed basis. However, employees should be informed that any potential safety and health issue should be brought to their department head's attention immediately who will correct the problem and/or notify EHSRM for assistance. Upon being notified, EHSRM will conduct additional inspections of any unsafe work environment or work practice and promptly address the issue as needed. Additionally, laboratory, hazardous waste storage, SPCC (bulk petroleum storage), construction, fire extinguisher, stairwell, fire door, and fire damper inspections will also be conducted separately on a regular basis. EHSRM maintains a safety inspection calendar and tracking system to ensure all required inspections are conducted on a regularly scheduled basis.

V.   Steps to Reporting a Safety or Health Hazard

Employee insight, experience, and knowledge of work locations and practices is helpful in evaluating a potential unsafe work environment. To ensure the highest level of safety and health, employee knowledge 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 about conditions that appear hazardous, to receive timely and appropriate responses, and to encourage employees to use the safety reporting system. Follow these steps to report a safety hazard:

A. An employee or department head should complete the Safety Hazard Report form located at the end of this document. Please fill out the form completely so there will be no delay in determining the location and nature of the problem and its severity. Anonymous forms may also be submitted by leaving the Employee Name/Signature and Contact Information lines blank.

B. Completed forms should be turned in to EHSRM via campus mail Box 6113 or scanned and emailed to safety@sfasu.edu. **If the hazard is serious and needs immediate attention,** call the Safety Department immediately at extension 4514 or 4442.

C. All forms will be evaluated by EHSRM. Priority safety concerns or violations will be resolved immediately.

D. EHSRM reserves the right to stop any unsafe work practice or close any unsafe work location until appropriate action can be taken to correct the problem.

In the event an accident or injury occurs, it must be reported as described in the following section.

VI. Accidents/Injuries

Should an accident or injury occur, the employee's supervisor should be notified immediately. Additionally, the Safety Department should also be notified as soon as possible and no later than 24 hours after the accident. Accidents and injuries can be quickly and easily reported to the Safety Department through the 24-hour Accident/Injury report on the department's website at: https://forms.sfasu.edu/safety/injury.asp. Accidents and injuries may also be reported by calling extension 4514 or emailing safety@sfasu.edu. The department supervisor shall collect all pertinent reports and documentation related to the accident and provide this information to EHSRM. Contact the Safety Department at extension 4514 for information on the necessary documentation required.

The following pages contain a Safety Inspection Checklist and Safety Hazard Report that may be used by managers and employees as applicable to their work location. Additions and modifications to the inspection form to better suit the department's work environment may be made in order for the inspection to adequately identify safety concerns and violations. Forward all completed forms to the Safety Department through campus mail Box 6113 or email to safety@sfasu.edu.

SFA Safety Inspection Checklist

Instructions: Please review and complete the checklist below. If you consider an item in your area unsafe, please complete the attached Safety Hazard Report form and forward to the Safety Department campus mail Box 6113 or email to safety@sfasu.edu.

Department:_____ **Employee Name:**_____

Building:_____ **Room #**_____ **Date:**_____

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. Is carpet or flooring free of holes, tears, etc? **Y N N/A**
4. Are aisles free of obstructions, including electrical cords? **Y N N/A**
5. Are stairwells and exits properly lighted and free of obstructions? **Y N N/A**
6. Are there any unsafe ladders or other equipment? **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 and moving heavy items performed properly? **Y N N/A**
10. Are pins, knives, cutters, and staplers used and stored properly? **Y N N/A**
11. Are emergency exit doors free of obstructions? **Y N N/A**
12. Are glass doors either frosted or contain lettering or decals? **Y N N/A**
13. Are all electrical switches and cover plates in place and undamaged? **Y N N/A**
14. Are all electrical outlets within 6feet 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 or non-working doors? **Y N N/A**
17. Are all flammables or corrosives stored properly? **Y N N/A**
18. Have your employees been informed of the HAZCOM standard? **Y N N/A**
19. Are fire extinguishers the correct type and current on inspection? **Y N N/A**
20. Are electric fans and other dangerous equipment properly guarded? **Y N N/A**
21. Is there adequate ventilation in your area? **Y N N/A**
22. Are ceiling tiles in place and in acceptable condition? **Y N N/A**
23. Are ventilation grates/filters clean and free from lint and debris? **Y N N/A**
24. Are there any areas of inadequate or damaged lighting? **Y N N/A**
25. Is Workers Right to Know poster posted in areas of chemical use? **Y N N/A**
26. Are Safety Data Sheets available to employees (if applicable)? **Y N N/A**
27. Are EXIT and emergency lights fully operational? **Y N N/A**
28. Is there storage within 18 in. of the ceiling? **Y N N/A**
29. Is there storage within 36 in. of fire extinguishers or breaker panels? **Y N N/A**
30. Are stairwells free of stored items and obstructions? **Y N N/A**
31. Is available safety equipment in good working condition? **Y N N/A**
32. Is personal protective equipment available and appropriate for the job? **Y N N/A**

Comments or unsafe practices observed: _____
_____
_____
_____

SFA Safety Hazard Report

Nature of the Hazard or Safety Concern:

_____

_____

_____

Location of the Hazard:

      Building Name_____

      Floor_____   Area _____

      Room Number or Location Description _____

Seriousness of Hazard: Priority #_____

1.   <u>Priority 1</u> – 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.   <u>Priority 2</u> – Unsafe condition of work practice that could cause serious injury, industrial illness, or disruptive property damage.

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

4.   <u>Priority 4</u> – 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: _____

_____   _____
Employee Name   Contact Phone Number or Email

_____   _____
Employee Signature   Safety Officer Signature

Please return completed forms to EHSRM campus mail Box 6113 or email to safety@sfasu.edu.