

BUILDING SAFETY INSPECTIONS

UNO Campus Safety Policy

The UNO Safety Committee recognizes the value of safety inspections and will participate in conducting and reviewing these inspections.

Scope

The inspections will focus on life safety issues initially, and may become more policy specific as UNO safety policies are established, i.e., equipment lockout, hazard communication, bloodborne pathogen policies, etc. A form (Attachment A) has been created to serve as a guideline for inspectors of basic items to look for when conducting inspections. The basic areas include: Life Safety, Fire Protection, Safety Equipment, General Safety and Electrical.

Frequency

Each building on campus will be inspected annually by the Safety Committee. Each Safety Committee member will participate in two inspections; one, as a leader and one as a participant. Committee member assignments and schedules will be determined during Safety Committee meetings.

Environmental Health and Safety will also conduct annual inspections of each building.

Inspection Leader Responsibilities

- Schedule the inspection date, contact the building manager if appropriate
- Report major deficiencies immediately to the Manager of Environmental Health and Safety
- Prepare final report, distribute to Environmental Health and Safety, Building Manager and Maintenance Clerk for creating work orders.
- Discuss inspection results at Safety Committee meeting

Inspection Participant Responsibilities

- Participate in the inspection - provide input
- Assist the leader as requested

Follow Up

Environmental Health and Safety will track the progress on correcting items identified in the monthly inspections. Reports will be submitted to the UNO Safety Committee on the status of completing these items.

ATTACHMENT A

UNO BUILDING SAFETY INSPECTION

Building _____ Date _____ Inspectors _____

Mark each item as applicable. If not observed, leave blank. Any item marked "Action Required" should be referenced on an attached sheet with location and detail as necessary.

	<u>OK</u>	<u>Action Required</u>
A. <u>Life Safety</u>		
1. Aisles and exits unobstructed	_____	_____
2. Exit Lights - Illuminated	_____	_____
3. Emergency Lights - Functional	_____	_____
B. <u>Fire Protection</u>		
1. Fire Extinguishers in place and inspected	_____	_____
2. Fire Extinguishers - Access to	_____	_____
3. 18" clearance from sprinkler heads to storage	_____	_____
4. Flammable Storage Cabinets - doors closed	_____	_____
5. Storage of Flammables	_____	_____
6. Sprinkler Control Valves - Access to	_____	_____
7. Evidence of Smoking in Building	_____	_____
8. Ceiling Tiles in place	_____	_____
C. <u>Safety Equipment</u>		
1. Safety showers/eyewash station unobstructed	_____	_____
2. Showers/eyewash tested and tagged	_____	_____
3. Gloves, Glasses, Faceshields clean and ready	_____	_____
4. Respirators stored in clean location	_____	_____
D. <u>General Safety</u>		
1. Gas cylinders secured and capped	_____	_____
2. Floors free of oil, water, chemicals	_____	_____
3. Chemical containers labeled and closed	_____	_____
4. Stair treads in good conditions	_____	_____
5. Portable ladders in good condition	_____	_____
6. Machine guards in place	_____	_____
7. Entrance rugs laying flat - tripping hazard	_____	_____
E. <u>Electrical</u>		
1. Portable appliances have grounded plugs	_____	_____
2. Wiring on equipment in good condition	_____	_____
3. Clear access to electrical panels	_____	_____
4. Extension cords "UL" rated	_____	_____
5. Electrical cords placed to avoid tripping hazards	_____	_____