

University of Tennessee Safety Procedure

Procedure Subject: Hazard Surveillance	Approval Date: 8/1/2015 (Rev. 1)
Next Scheduled Review: 12/10/2018	Date Effective: 1/1/2009
Contact Information: Procedure Owner: Environmental Health and Safety Subject Matter Expert: EHS Director	

1.0 Purpose, Applicability and Scope

- 1.1 Purpose- It shall be the mission of the University of Tennessee to proactively identify and correct noted safety, occupational health and environmental problems. As part of a comprehensive safety program the University will conduct routine hazard surveillance inspections. It is the responsibility of every employee to ensure their work area is free is hazards and unsafe conditions.
- 1.2 Scope: This plan only applies to safety inspections (hazard surveillance) conducted by Environmental Health and Safety (EHS). It is noted that other departments also conduct periodic safety inspections. The scope of this procedure addresses facilities that fall under the purview of the University of Tennessee, Knoxville. Note that laboratory safety inspections may be handled slightly different and addressed in a separate policy (LS-2).
- 1.3 Applicability: This plan only applies to safety inspections (hazard surveillance) conducted by Environmental Health and Safety (EHS). It is noted that other departments also conduct periodic safety inspections. The safety inspections ensure compliance with federal, state and local safety requirements. These requirements include, but are not limited to OSHA, TOSHA and the EPA.

2.0 Abbreviations, Acronyms and Definitions

EHS – Environmental Health and Safety
OSHA-Occupational Health and Safety Administration
TOSHA-Tennessee Occupational Health and Safety Administration
EPA-Environmental Protection Agency
NFPA-National Fire Prevention Association

3.0 Responsibilities

EHS shall:

- I. Conduct safety inspections of all buildings on the UTK campus annually.

- II. Coordinate and prioritize correction of hazards with Facilities Services or responsible department.
- III. Train designated inspectors in procedures.
- IV. Conduct or coordinate follow-up inspections in ensure corrective actions have been accomplished.

Departments shall:

- I. Ensure that all citations issued under their responsibility are addressed within 45 days of receiving the inspection.
- II. Assist EHS personnel during inspections.

4.0 Procedure

1. EHS will inspect all structures periodically. Exterior walking surfaces immediately adjacent to the building shall be inspected as part of the annual inspection. Some facilities (e.g. fraternities) are inspected more frequently than once per year. Off-site facilities shall be identified and inspected periodically.
2. Annual inspections are generally comprehensive in nature and seek to identify all hazards and deficiencies observed at the time of inspection. These reviews shall look at the facilities, equipment (fixed and portable) and practices (to the extent feasible).
3. Exterior walking surfaces that are remote from a building, such as a parking lot or sidewalk shall be inspected every three years. Those findings will be presented in a separate report.
4. Results are placed in tabular form in either an Excel or Word format and submitted to the appropriate individual or department via e-mail for correction.
5. Each finding shall be given a hazard rating based on the potential hazard. Items rated “1” have the highest risk and should be corrected as soon as possible. Examples of items having the highest rating include a disable fire alarm system in a residential occupancy or an out-of-service fire pump in a high-rise building. Items rated 3 are generally maintenance items and are not a significant hazard. See Appendix A for an example of an inspection report.
6. All items should be corrected as soon as possible given available resources, logistics and the difficulty of repair. Department are expected to respond to the inspection report within 45 days indicating what actions have been, or will be, taken to address the finding.
7. Photographs may be taken as part of the inspection process and attached to the appropriate item on the report.
8. Equipment that is found to be dangerous (unsafe for use) shall be tagged out of service by EHS. The term “dangerous” can be subjective and involve a degree of professional judgment.
9. Focus inspections (limited in scope and nature) occur periodically in respect to requests or new information. Management of these inspections shall be similar to this procedure, but may also be handled on a case-by-case basis.
10. Beginning in 2015, EHS shall conduct analysis of inspection reports to determine trends and summarize findings.

11. Safety violations that have been noted on three or more consecutive reports shall be placed in red font. Items that are considered capital projects shall likewise be placed in red, italicized font. After these items have been posted three times, Capital projects will be added to a spreadsheet found on the EHS Sharepoint web-site, where upon the findings will be reported to UT administration annually.

5.0 Recordkeeping

EHS shall keep a record of the inspection reports for at least 10 years. The records are currently maintained on the EHS department I drive, organized by year of inspection and building.

6.0 Associated Standards

OSHA 29 CFR 1910.36(d)(2) and 1910.137(k)(3), (n)
NFPA Standard 101 Life Safety Codes

7.0 Appendix

Example of EHS Safety Inspection Report Forms (Appendix A)

8.0 Disclaimer

The information provided in this procedure is designed for educational use only and is not a substitute for specific training or experience.

The University of Tennessee Knoxville and the authors of this procedure assume no liability for any individual's use of or reliance upon any material contained or referenced herein. The material contained in this procedure may not be the most current.

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Appendix A: Example of Building Safety Inspection

Building Name: _____


Date: _____

The conditions documented on the attached reports were observed during an inspection of the _____ and it appears that correction of these item(s) would fall under the purview of your unit. Please review the report and initiate action as soon as possible to correct the item(s) you agree are your unit's responsibility.

In order that we will have a record of compliance with the University Safety and Health Policy, please place the date corrected after each item and return a copy of the report to our office by or as soon as possible. For items that may not fall under your unit's responsibility or for which inadequate resources exist, please provide a note of explanation. For items that cannot be corrected by **(date):** _____ please provide an estimated date of correction. When these items are eventually corrected, confirmation should then be forwarded to our office. If you have any questions concerning the inspection, please feel free to contact EHS at 974-5084.

Thank you for your time and consideration of this request. Your assistance is very much appreciated and will help in achieving compliance with the University-Wide Health and Safety Policy. Please contact me if you have any questions at all.

Name of Inspector

Building	Floor	Room	Surveyor	Citation	Corrective Action	Priority Code	Responsible Party	Photos
Facilities Services Boneyard	N/A	Area outside lawnmower shop	AC/CP	Unlabeled drum (HAZCOM issue)	Ensure that drum is labeled as to the contents.	2	Facilities Services	

Hazard Rating Scale:

Hazard Rating	Meaning
1	Immediate Safety Concern
2	Safety issue that needs to be addressed
3	Low safety hazard; maintenance items

Disclaimer

The assessors believe the information contained within this risk assessment report to be correct at the time of printing. The assessors do not accept responsibility for any consequences arising from the use of the information herein. The report is based on matters which were observed or came to the attention of the assessors during the day of the assessment and should not be relied upon as an exhaustive record of all possible risks or hazards that may exist or potential improvements that can be made.

Confidentiality Statement

In order to maintain the integrity and credibility of the risk assessment processes and to protect the parties involved, it is understood that the assessors will not divulge to unauthorized persons any information obtained during the risk assessment unless legally obligated to do so.