

# Appendix A

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## 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	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.	Facilities Services	

### 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.