



CALIFORNIA STATE UNIVERSITY, FULLERTON

Environmental Health & Instructional Safety

Safety Inspection Program

Responsible Executive:

Vice President for Administration and Finance

Responsible Office:

Environmental Health and Instructional Safety

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I. Policy

It is the policy of California State University, Fullerton, to maintain a campus environment for students, faculty, staff, and visitors that will not adversely affect their health and safety, nor subject them to avoidable risks of accidental injury. To accomplish this, the University has a campus safety inspection program to ensure our facilities and equipment meet all applicable federal, state, local, and campus safety regulations. It is the responsibility of every employee to ensure their work area is free of hazards and unsafe conditions.

II. Authority

California Code of Regulations, Title 8, Section 3203, (a)(4).

III. Definitions

Corrective Action – procedures designed to mitigate a hazard.

Department Safety Coordinator (DSC) – an employee chosen by the Chair or Director of a department to act as the liaison to Environmental Health & Instructional Safety.

Hazard – a situation that could pose some level of threat to life, health, property, or environment.

Imminent Hazard – any condition or practice in a workplace is a hazard which could cause death or serious physical harm immediately or before the hazard can be eliminated through regular mitigation procedures.

Safety Inspection – onsite investigations conducted by the DSC or EH&IS to find hazards that could cause injuries or illnesses to employees.

IV. Scope

The Safety Inspections Program involves all campus buildings, including but not limited to, department offices, classrooms, laboratories and grounds.

V. Accountability

Environmental Health and Instructional Safety Office (EH&IS)

- A. Conduct or coordinate inspections of all buildings and grounds.
- B. Coordinate and prioritize corrective of hazards with Physical Plant or responsible department.
- C. Train designated inspectors and DSCs on inspection procedures.
- D. Recommend corrective actions to DSC and Department Chair/Head. Notify Deans and Vice Presidents if necessary.
- E. Conduct or coordinate follow-up inspections to ensure corrective actions have been accomplished.

Department Safety Coordinators

The Chair, Director, or Administrator appoints a person to perform the tasks of DSC. This person does the following:

- A. Coordinate or conduct annual inspections of the general areas specifically assigned to their department. Examples are departmental offices, faculty offices, copier rooms, conference rooms, and classrooms.
- B. Coordinate or conduct annual inspections of their shops or laboratories.
- C. Report findings to EH&IS with a copy to the Chair or Director.
- D. Assist Department Chair or Administrator in the correction of hazards identified during DSC or EH&IS inspection.
- E. Assist EH&IS personnel during unscheduled inspections.

VI. Program

Types of Inspections

- A. General classrooms are inspected by EH&IS annually.
- B. Department offices, faculty offices, department-controlled classrooms, copier rooms, and shops are annually inspected by the DSC, who ensures that hazards are reported and corrected.

- C. Electrical rooms, vaults, and transformer rooms. The Unit 6 DSC will be responsible for safety inspections of all university electrical areas. Electricians are responsible for reporting or correcting hazards through the Physical Plant Service Center.
- D. Heating, Ventilation and Air Conditioning rooms and other areas of Central Plant such as the tunnels are inspected by the Unit 6 DSC. Hazards are reported and corrected by Central Plant through the Physical Plant Service Center.
- E. Grounds areas are inspected continuously for safety by the Manager of Landscape Services and designated DSC. They are responsible for correction of hazards. Hazards are reported and corrected through the Physical Plant Service Center.
- F. Construction Sites/Special Events will be inspected as necessary by EH&IS who will report hazards to the Project Manager. The project manager will be responsible for taking corrective action.
- G. Food Service inspections are intended to assist campus food vendors and to enforce the sanitary preparation and provision of their products. EH&IS has authority similar to the Orange County Health Care Agency to enforce Health and Safety codes related to food service operations. The inspection frequency is based on risk posed by the facility. High risk facilities, such as restaurants, are inspected each semester. Lower risk facilities serving pre-packaged food receive annual inspections. Hazards are reported and corrected through the Director of Campus Dining Services, the Physical Plant Service Center, Titan Shops, or the TSU Building Engineers.
- H. Lab Safety inspections are conducted for all laboratories by the Chemical Hygiene Officer (CHO). Hazards are reported to the faculty member responsible for the lab. The CHO will follow-up to ensure hazards are corrected.
- I. Swimming Pools are inspected quarterly by the EH&IS employee with REHS certification using California Health and Safety Code for pool standards. Hazards are reported and corrected through the Physical Plant Service Center, the Auxiliary Services Corporation, University Recreation, or the Kinesiology and Health Sciences Department. Center.
- J. Radiation Areas with radioactive material or radiation-producing devices or equipment require formal annual inspections and informal quarterly inspections as stated in the Radiation Safety Manual. These inspections will be conducted by the Radiation Safety Officer (RSO). Hazards are reported to the faculty member responsible for the area. The RSO will follow-up to ensure hazards are corrected.
- K. Chemical Fume Hoods are inspected annually by an off-campus contractor and coordinated through the CHO.
- L. Hazardous Waste Accumulation Sites are inspected when waste is collected, generally several times per week. The Hazardous Waste Facility is checked weekly by the CHO or RSO. Onsite logs are used for documentation in both areas.

Correction of Hazards

In most cases, the responsible person of the area is accountable for ensuring the correction of a hazard. The responsible person can be a chair, director, technician or principal investigator that has responsibility for that area. EH&IS will take responsibility for all corrections outside a department's area of responsibility. EH&IS will also coordinate and assist departments whenever necessary.

Hazards are ranked according to the severity of the resulting injury and the probability of its occurrence. Imminent hazards must always be given top priority and corrected immediately or consideration given to stopping operations affected by the hazard.

Documentation and Follow-up

Documentation will be made by those responsible for the inspections who will then forward the inspection reports to an EH&IS manager. The manager will review, approve, conduct trend analysis, and ensure inspections have been completed. Hazards will be documented and tracked on the EH&IS Tracking database. Follow-up inspections will be conducted as necessary.

Recordkeeping

Documentation will be kept for at least 3 years.

Inspection Oversight

EH&IS will conduct unscheduled inspections throughout the year. These inspections will be used to ensure hazards are being identified and corrections made accordingly.