

2. Health and Safety Inspections

A health and safety inspection program is essential to identify, correct, and reduce or eliminate unsafe conditions that may expose faculty, staff, students and visitors to incidents potentially resulting in personal injury, illness, or damage to property.

- **Scheduled Workplace Inspections**
 - Each department shall institute a system whereby regularly scheduled workplace safety surveys are conducted. These surveys shall be conducted by Safety Coordinators, supervisors, or other designated departmental personnel who are knowledgeable about the specific activities or materials present in the area to be surveyed. Guidance on how to conduct such surveys shall be provided by EH&S.
 - The frequency of workplace surveys shall be based on the general potential for hazard. EH&S recommends that office/classroom areas be inspected at least once every one to two years. Those departments engaged in hazardous operations shall conduct more frequent surveys. For example, at least annual inspections shall be conducted in departmental areas where hazardous materials are used or hazardous processes are carried out (e.g., laboratory space and shop areas). Surveys and inspections shall be performed and documented using the appropriate Safety Survey Checklist (Attachments 1, 2 and 3).
 - EH&S, Safety Coordinators, and designated representatives shall conduct periodic safety inspections of non-departmental public access areas (e.g., hallways, stairways, interior and exterior public assembly rooms, restrooms). The frequency guideline will be to inspect approximately one-third to one-half of these areas every year.
 - Other types of inspections (e.g. biosafety inspections, radiation safety surveys and inspections) shall be conducted as described in applicable hazard control procedures.
- **Unscheduled Workplace Inspections**
 - Departments and/or EH&S shall conduct an inspection whenever new substances, processes, procedures or equipment that represent a new occupational safety and health hazard are introduced or whenever notification of a new or previously unrecognized hazard is received.
 - EH&S shall conduct periodic unscheduled inspections of workplaces to help ensure the maintenance of a safe and healthful workplace.
 - Departmental staff and EH&S shall conduct inspections as necessary as part of incident investigation and follow up. EH&S, in conjunction with departmental representatives and other University entities as appropriate, will conduct a health and safety inspection in the event of an occupational injury or death, occupational illness, or exposure to hazardous substances as defined by Cal/OSHA.