


Applicable Employee Classes: All Florida Tech Employees	Effective Date: 05/20/2019	Approved by: 
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ES-1002 Safety and Occupational Health Inspection Policy

Policy

To protect the safety and health of Florida Institute of Technology (Florida Tech) personnel and the surrounding work environment, Safety and Occupational Health Inspections (SOHI) will be conducted to find and correct unsafe conditions and/or health issues that do not comply with applicable regulations and/or safety and health standards. This policy will establish a framework for conducting inspections and will assign responsibility for each step in the inspection process.


Procedure

1. Environmental Health and Safety (EHS) Department Responsibilities.
 - a. Conduct SOHI inspections at least annually and in accordance with Title 29 Code of Federal Regulation 1910 (Occupational Safety and Health Standards) of Florida Tech facilities; & accompany inspectors from external regulatory agencies during inspections of Florida Tech facilities. Notices of violations for risk assessment code (RAC) 1 to 5 hazards shall be recorded on a Violation Inventory Log, with appropriate posting of notices of any discovered hazardous condition in the workplace during an inspection.
 - b. Document results on an SOHI report (first notice) and forward a copy to the responsible Department Head along with a definite deadline for correction of any violations noted within an established timeline.
 - c. If the responsible Department Head has not timely corrected violations, submitted a plan of abatement, or requested an extension by the original deadline, EHS will issue a second notice to the violators with a shorter deadline for correction.
 - d. If, after the second notice, a responsible Department Head has not corrected the violations, submitted a plan of abatement, or requested an extension, EHS will send a memorandum to the next level of responsibility in the institutions structure, (i.e.

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Supervisor, Department Head, Dean, Director, etc.) requesting action be taken to correct the outstanding violation(s).

- e. If notification of the next level of responsibility does not result in the violation(s) being corrected, EHS will continue sending memoranda to increasingly higher levels of responsibility until reaching the Office of the President of Florida Tech. Memoranda to the Office of the President will include copies of the memoranda to all previously notified responsible parties.
 - f. Once corrective actions are reported as completed, EHS will conduct a follow-up inspection or spot check to ensure that corrections have been made.
 - g. EHS will maintain Department Head/Dean files of all inspection documents, including a file of outstanding corrections that are difficult, expensive, or require major repair or modification, which delays correction.
2. Inspected Party Responsibilities.
- a. Safety consists of inspections performed by supervisors as part of the daily routine. Whenever possible, recognized hazards will be corrected on the spot, & those that cannot be immediately corrected will be submitted to the Environmental Health and Safety Department (EHS) to be added to a hazard tracking system.
 - b. Cooperate with EHS and/or external regulatory agency inspectors. If possible, have a representative participate in the inspection. Notify EHS of all safety and health inspections conducted by external regulatory agencies without EHS participation and forward a copy of any inspection reports received to the EHS Department.
 - c. Within the established deadline, return a copy of the SOHI report to EHS indicating the date each violation was corrected, and/or submit a plan of abatement with a timetable for correction of outstanding violation(s). Submit a request for extension anytime a deadline cannot be met with an explanation for the delay.

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- d. Contact the Florida Tech Facilities Department to have work/service orders issued to correct violation(s) that require building repair or maintenance. Indicate that the repair or maintenance needed is a safety violation. Send a copy of work order confirmation to the EHS for record.

References

- a. General Duty Clause, Section 5(a)(1) of the Occupational Safety and Health Act (OSHA) of 1970.
- b. Title 29 Code of Federal Regulation (CFR) 1910, Occupational Safety and Health Standards.
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