

# UNIVERSITY OF ALASKA FAIRBANKS SAFETY SYSTEM POLICY AND PROCEDURE

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**DOCUMENT NUMBER: 801**  
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**SUBJECT: Safety Inspection Procedures (Internal)**

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**PURPOSE:** To establish a schedule of periodic on-site inspections and safety surveys of all UAF facilities.

**OBJECTIVE:** To provide a safe environment for UAF employees, students, and visitors.

**SCOPE:** All UAF facilities, both on the main campus and remote sites, will be visited at least on a biennial basis.

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## **I. LOSS PREVENTION SURVEY**

The UAF Environmental Health, Safety, and Risk Management (EHS&RM) Department will conduct periodic on-site visits or loss prevention surveys for all units. These will be scheduled on a biennial basis throughout the University system. Contact will be made with the dean or director's office prior to the visit and an invitation will be extended for a representative to accompany the safety officer on the tour. In general, compliance with all applicable codes and standards in operations and in facilities will be the criteria for the on-site visits. Particular attention will be paid to appropriate use and handling of hazardous materials and proper use of safety equipment. At the end of the survey, any obvious violations of codes or standards will be noted and recommendations developed to correct any existing problems. These recommendations will be forwarded to the unit dean or director with a copy of any recommendations forwarded to the provost and/or vice chancellor. It is recommended that the dean or director involve their unit safety coordinator in solutions to any problems that may have surfaced, and that the ultimate goal of the program is to find cost-effective solutions to problems and to provide for a safe and healthy workplace. Part III contains a checklist of the kind of conditions or practices reviewed during a loss prevention survey.

## **II. SAFETY OFFICER RESPONSIBILITY**

A. The Director of EHS&RM will conduct a safety officers' meeting to review, schedule inspections and determine who will inspect each facility. Meeting should be scheduled at the beginning of each fiscal year.

B. Each safety officer should note the inspection schedule and the estimated inspection date of facilities he/she is assigned to inspect.

C. The target number of annual inspections or goal is to conduct not less than 80% of scheduled inspections during summer months.

D. Inspection intervals, target area, and priority status may be revised as necessary; but after the initial inspection is made. (Exceptions can be made for facilities and operations, which the safety officer is up-to-date on hazards present.)

E. At least fifteen (15) days prior to conducting a planned inspection, send notice to dean, director, or department head informing them of inspection schedule and areas to be inspected.

F. Conduct scheduled safety inspections and issue recommendations as may be needed.

G. Loss control inspection and recommendation reports should be issued to departments within thirty (30) days of inspection.

H. At the end of each fiscal year, the director will provide a report to the Vice Chancellor of Administrative Services showing EHS&RM Department goals and targets accomplished.

### **III. CHECKLIST OF CONDITIONS OR PRACTICES REVIEWED DURING SURVEY**

#### **A. Potential Hazards**

1. Machine guarding
2. Housekeeping
3. Condition of tools and equipment
4. Lighting
5. Condition of floors, stairways, and walkways
6. Provisions for safe access to overhead equipment
7. Adequacy of personal service convenience
8. Exit facilities
9. Personal protective apparel and equipment
10. Equipment maintenance and check-off sheets
11. Compliance with existing safety and environmental regulations

#### **B. Unsafe Practices**

1. Improper operation of machines and equipment
2. Removal or nullification of machine guards or safety devices
3. Use of defective tools, equipment, makeshift tools, or failure to secure needed tools
4. Overloading, overcrowding, improper storage, or handling of materials
5. Working under suspended loads, near open hatches, riding loads, creating operation traffic hazards
6. Repairing or adjusting equipment in motion, under pressure, electrically charged, or containing dangerous materials
7. Failure to use, or use of, inadequate, personal protective equipment or safety devices

#### **IV. OTHER LOSS PREVENTION TOOLS**

##### **A. Facilities Inspection Checklists (Appendix A)**

These checklists may serve in assessing potential dangers which could exist in the workplace. They may not necessarily be used by all employees, but are included for reference and use.

##### **B. Workplace Safety Survey Form (Appendix B)**

The Workplace Safety Survey form is one that may be used for exercising and improving skills in accident potential recognition. A supervisor should regularly take a copy of this form and walk through the work area observing the workplace conditions and the employees' methods of operation. The resulting comments on the form could then be used as a focus for the regular safety meeting and may well generate usable recommendations for improving conditions that could be forwarded to the dean, director, or unit safety coordinator.