

## **Faculty of Science Safety Inspection Policy.**

As Mandated by WorkSafe BC Regulation, the Faculty of Science Safety Committee is responsible for ensuring that all appropriate areas within its designated zone are regularly inspected. The following guidelines are to assist in creating and monitoring inspection processes within the departments and facilities.

The results of any such inspections should be forwarded to the appropriate department head or person responsible for that area. It is the responsibility of the individual departments or units to make the corrective action. The Committee does not have to power to enforce changes itself.

### **GUIDELINES:**

- Each unit, as designated in appendix A, will be responsible for performing a risk assessment as often as necessary to determine which areas will be included in and inspection. This risk assessment will outline the area involved, the type of inspection to take place, the frequency of inspections and the person responsible for the inspection. The recommendations of the risk assessments will be approved by the Safety Committee. At least once per year the unit will re-evaluate the inspection procedures and area covered to ensure that they are still appropriate.
- Areas to consider will include teaching or research laboratories, computer rooms, general offices, common rooms and major hallways. Included in the inspections will be equipment, procedures, facilities and any other aspects that would have an impact on safety.
- Inspection teams will include worker representation wherever possible.
- Inspection reports will be submitted to the department Chair or appropriate supervisor and copies provide to the committee when completed for discussion.
- There will obviously be different inspection protocols to cover diverse areas. Suggested protocols are listed in appendix B. A department may use two or more separate protocols to cover different areas.
- At least once per year members of the Safety Committee will participate in inspection for each area and report to the Committee the success of the process. Whenever possible committee members un-connected to the area being inspected will be involved to add an objective perspective.
- Once a year the Committee will evaluate the process. If there are concerns made apparent by the inspection reports the Committee will consider necessary action.

## **Appendix A**

- Biology
- Biomedical Physiology and Kinesiology
- Chemistry
- Earth Sciences
- Mathematics
- Molecular Biology and Biochemistry
- Physics
- Statistics
- Animal Care
- Science Stores
- Science Technical Centre
- Dean of Science Office
- Animal Resource Centre

**Appendix B**

- Self-Inspections: Someone knowledgeable should perform these regularly in the area. They might, for example, require one designated person in a laboratory to fill out a monthly checklist. The checklist would be specific to the laboratory.
- Department Teaching and Research Laboratory Inspections: These are more formal inspections carried out yearly (or semesterly) by department staff. This would usually include checking the monthly se q 20020180 5-00000000000BTonsI105 62.3cm