

POLICY STATEMENT

NO. 6.04.00

Issued By: Office of the Chancellor

Coordinated By: Facility Services

Effective: July 1, 2008

Revised: April 1, 2009

Subject: Building Inspection Policy

I. PURPOSE

The following Procedure shall be used by Facilities Services to conduct building inspections. The policy on inspections is part of the General Safety Policy, Policy Statement 6.01.00

II. BUILDING INSPECTION PROCEDURES

1. The Risk Management Officer has designated the Office of Facility Services as the custodian of the Building Inspection Program (BIP). The Director of Facility Services may designate the entire campus as a single unit and/or divide the campus into smaller units and assign responsibility to one or more persons. The Director of Facility Services will designate one person to be responsible for BIP. For the purpose of this policy, this person shall be referred to as the Building Inspection Program Manager (BIPM).

2. The manager/designee meets with first-line supervisors/foremen and employees to explain the purpose and objectives of the inspection procedure. Each employee should be encouraged to assist in identifying, eliminating, or effectively controlling potential safety and fire hazards. This may be done either in person, through group safety meeting, departmental correspondence, of the general safety newsletter.

3. The BIPM will train the Facility Services staff on the purpose and objectives of the inspection procedure annually.

Hazardous Conditions may be classified into several categories:

- Building Safety
- Electrical Safety
- Emergency Equipment
- Fire Safety
- Office Safety
- Storage Methods

Some examples of specific hazardous conditions are as follows:

- Slip or trip hazards (e.g., cords or torn/broken floor covers)
- Foreign materials that could cause loss of balance such as food, grease, oil, liquids, mud, algae, trash, etc.
- Holes or protrusions such as eroded, broken or sunken walking surfaces
- Temporary accumulation of flammable or combustible materials
- Storage and use of chemical products and other hazardous materials

4. The BIPM or his or her designee will complete the site-specific inspection checklist for each area. The BIPM will review the completed inspection forms and if any hazards are identified, work orders will be issued using the Work Order Tracking Form to the proper maintenance department and/or person, who will make corrective repairs of the items needing attention. The BIPM will supervise and manage these repair items to ensure that they are completed in a timely manner. The completed inspection forms and the work order tracking form will be turned into the Director of Facility Services each quarter. All work orders as the result of inspections shall be attached to the inspection sheet along with any follow up correspondence.

All completed checklists and back up documentation will be retained for at least three (3) years and the current working year and shall be made available to the agency head and the Office of Risk Management Loss Prevention Unit upon request.

5. All employees are responsible for reporting any potentially hazardous condition or practice they observe every building shall have posted in a conspicuous place, the proper reporting procedure for unsafe conditions. A phone number and email address shall be posted. The email address for reporting hazards is facility_services@lsus.edu. Emails should include all specific information about the hazard, including an exact location (room number, physical marker, etc). The BIPM shall respond to all calls, voicemails, and emails on a priority basis and is authorized to take immediate temporary control of the area to prevent exposure to the hazard until corrective action is taken. If a supervisor or safety officer cannot correct the hazard; they shall immediately report it to the next level of management.

6. Hazards shall be corrected in a timely manner. If a hazard exists for more than 30 days, the BIPM shall send copies of the report to the Loss Prevention Coordinator, who shall notify the agency head and ORM's Loss Prevention Unit.

7. The Hazard Control Log or other similar reporting form/procedure is retained in the Office of the Loss Prevention Coordinator for at least three (3) years.

APPROVED

Michael T. Ferrell
Michael T. Ferrell, Vice Chancellor
Business Affairs

April 3, 2009
Date

Vincent J. Marsala
Vincent J. Marsala, Chancellor

April 3, 2009
Date