



## **BUILDING SAFETY INSPECTIONS**

### **Introduction**

Baton Rouge Community College is committed to providing a safe working environment by implementing procedures for conducting inspections of BRCC facilities to identify and correct hazards. Building Safety Inspections are designed to prevent workplace injuries and illness for all academic appointees, staff, students, visitors and others visiting BRCC locations.

### **Purpose**

To ensure BRCC buildings and grounds are regularly inspected to identify and correct such hazards. This policy is applicable to all members of the campus community (employees, students, visitors, etc.).

## **POLICY IMPLEMENTATION PROCEDURES**

All building safety inspections shall be conducted in accordance to this policy. The following safety guidelines shall be adhered to, to maximize worker health and safety:

### **I. Authority and Responsibility**

The personnel and departments having responsibility for the Building Safety Inspections are:

#### **A. Environmental Safety Department**

1. The Environmental Safety Department shall develop, implement, and monitor the Building Safety Inspection Program. They shall also provide initial and refresher training to all employees with work area/building inspection responsibilities.
2. The Environmental Safety Department shall make a visual inspection of all hazards identified during the previous quarterly inspection and verify the corrective action has been implemented and the hazard no longer exists during the current quarters building safety inspection.

#### **B. Department Heads**

All Department Heads shall building safety inspection forms submitted by managers and supervisors in their department. As every department at BRCC has hazards that are inherent to the work they perform the department heads, managers, and/or supervisors to reflect the specific needs of the individual work areas/sites shall edit the building safety inspection form. The department head shall work with the Environmental Safety Department to address identified hazards outside their department's scope.

#### **C. Managers and Supervisors**

Managers and supervisors shall work closely with their employees in the identification of hazards in their work areas. They shall provide initial and continuous on the job training

detailing the hazards inherent to the specific work areas/sites. They shall perform at least monthly a comprehensive building safety inspection of their work areas/areas of responsibility using the established building safety inspection form. Identified hazards that are easily corrected shall be done and documentation attached to the inspection report prior to being forwarded to their department head for action. Area managers and/or supervisors are responsible for maintaining all employee documented building safety inspections (performed daily) for a period of at least three (3) years. The signature sheets for the building safety inspections with no identified hazards may be maintained so long as the employee has documented, signed, and dated accordingly.

**D. All Employees**

All BRCC employees are responsible for the daily inspection of their work areas. The building safety inspection form shall be utilized for this purpose and any identified hazards documented. Identified hazards easily corrected by the employee shall be done and documentation attached to the inspection report prior to being forwarded to their managers and/or supervisors.

**II. Considerations**

- A.** Personnel performing building safety inspections shall utilize the building safety inspection form developed by the Environmental Safety Department and/or the building safety inspection form edited by their department head, manager, and/or supervisor.
- B.** Building safety inspections performed by employees, supervisors, managers, and department heads shall only encompass the areas allocated for their use.
- C.** The Environmental Safety Department shall perform building safety inspections at least once per quarter on all buildings and properties of BRCC. These inspection reports shall include photographic depictions of the hazards identified and a recommended corrective action. The inspection reports shall be attached to an e-mail and sent to the appropriate responsible personnel for correction. The reports shall have the hazards assigned to departments outside of Facility Services highlighted for easy identification.
- D.** All building safety inspection reports produced by the Environmental Safety Department shall stand as the “recognized” report required by the Office of Risk Management – Loss Prevention Manual.
- E.** These reports shall be kept on file by the Environmental Safety Department for at least three (3) years.
- F.** All hazards identified by the Environmental Safety Department during a “quarterly building safety inspection”, must have a response (i.e. corrective action taken, if action not taken the department heads must explain the reason the hazard(s) have not been corrected and request an extension or additional assistance from the Environmental Safety Department is identifying an alternate resolution).