

## **UT Martin Environmental Health & Safety – Safety Procedure**

### **SAFETY AND HEALTH INSPECTION**

EFFECTIVE DATE: 03/15/86, REVISED: 09/14

#### **1. SAFETY AND HEALTH INSPECTIONS**

The Safety Officer shall make an annual inspection of buildings as related to health and safety.

#### **2. SAFETY INSPECTION**

The Safety Officer shall conduct, or cause to be conducted, a safety inspection of all facilities on an annual basis. When possible, the building manager will assist in the inspection of the facility. The hazards for abatement will be reported to the appropriate department for corrective action. The department will notify the Safety Officer of the date of correction. The Safety Officer will maintain these inspection and abatement files.

The abatements performed by Maintenance will be indicated on a computer printout which includes work orders and campus locations. The printouts will be available after the 15th of each month.

In addition to the annual inspection the Safety Officer will advise departments of other safety hazards for correction as noted.

#### **3. FOLLOW- UP OF ABATEMENTS**

The printout of building abatements from Maintenance will be available to the Safety Officer monthly. Other departments will respond to the Safety Officer by the abatement date requested with abatements or with reasons why the abatements could not be completed. Physical inspections of abatements will be made by the Safety Officer as necessary.