1. Purpose

This procedure describes how Kennesaw State University (KSU) conducts workplace environmental and occupational safety inspections and audits to ensure all work areas are free from recognizable hazards and to evaluate the effectiveness of implementation of the Environmental and Occupational Safety Management System (EOSMS).

2. Scope

This procedure covers the entire KSU-controlled properties and applies to all faculty, staff, students, and third parties working on or under the control of KSU.

3. Responsibilities

A. Environmental Health and Safety Department

The Environmental Health and Safety (EHS) Department is responsible for the following:

- Developing and maintaining inspection and audit tools.
- Coordinating and conducting compliance inspections and audits of the EOSMS.
- Providing technical support to departments or units in conducting self-inspections and addressing identified hazards and risks.
- Maintaining consolidated records of inspections and audit reports.

B. Academic Departments and Administrative Units

Academic departments and administrative units are responsible for the following:

- Conducting inspections of their respective areas of operations to ensure the safety of KSU employees and students.
- Ensuring corrective actions are implemented in a timely manner and closed out.

4. Procedure

A. Department or Unit Level Inspections

Each department or unit conducts self-inspections of their operations/activities to identify and address potential hazards and risks.

The head of the department or unit establishes an inspection schedule and a team. The team can be made up of members of the Safety Committees or other personnel within the department or unit.

The frequency of inspections is determined by the department or unit in consultation with the

EHS Department but should not be more than the guidelines provided below:

Laboratory, art studio, theater, or facilities shop	3 months
Office or general area	Annually

The manager or supervisor coordinates the timing of workplace inspections taking into consideration the level of risk and nature of their areas or operations.

The EHS Department provides support and assistance to various departments and units in determining what to inspect, how to conduct the inspection, and appropriate frequency of inspections.

B. Compliance Inspections

The EHS Department conducts routine inspections throughout areas on campus, focusing on EOS programs to ensure that the work areas are free from recognizable hazards and the University's continued compliance with applicable laws, rules, regulations, and standards.

The frequency of inspections is determined by the EHS department considering the nature of university operations and activities and levels of risk for each operation or activity.

The EHS Department communicates the findings of the inspections to the departments or units covered in the inspection, reporting any issues that need to be addressed.

C. Inspection Tools

The EHS Department develops and publishes a suite of inspection forms and checklists for operations and activities. The forms and checklists are available through the EHS website.

D. Completing inspections

The inspector or inspection team conducts and documents workplace inspections using the appropriate inspection forms or checklists in KSU's safety audits and inspection system (Reliance). The inspector or team then reviews the previous workplace inspection report to ensure that previously identified action items have been addressed or are not re-emerging as potential hazards. Personnel performing tasks or those who work in the area being inspected are involved in the inspection process.

E. Managing Corrective Action Items

If potential hazards or risks are identified during the inspection, a record of the hazards or risks is made on the inspection checklist and recommendations or corrective actions for addressing the potential hazards or risks are identified and assigned to the appropriate person using the University's Corrective Actions and Preventative Actions (CAPA) module in Reliance. Appendix A provides guidelines on appropriate recommendations for corrective items.

The department head or supervisor is responsible for ensuring timely implementation of the corrective actions or the escalation of the corrective actions. Where a corrective action is escalated, the manager or supervisor:

- Ensures that a suitable person responsible for the corrective action is identified.
- Contact the person to advise them of the recommended corrective action that may be needed.
- Documents completed after each action item.

If the issue requires significant time to be addressed, the person responsible provides a status update on the progress of the actions being taken. After the issue has been addressed, the EHS Department may conduct a follow-up inspection to confirm that the hazard or risk has been abated.

F. Audits

Once every three years, the EHS Department arranges a comprehensive audit of the EOSMS and related operations to evaluate the effectiveness of implementation of the EOSMS and safety programs in general. The audit is system oriented rather than compliance oriented with the goal of assessing how well the various components of the EOSMS (e.g., training, incident management, inspections) are working.

The audit is conducted by individuals who are independent of the activities being examined. Such individuals may be internal or external to KSU. Findings of the audit are documented and communicated to the following:

- University Safety Council.
- Heads of departments or units within the area being audited.
- Those responsible for corrective action items.

Each department or unit should promptly address the issues pertaining to that department or unit, identified by the audit.

5. Recordkeeping

The head of department or unit ensures that records of inspection conducted by thedepartment or unit are maintained. This includes:

- Ensuring that corrective actions are followed through and closed out.
- Maintaining an auditable system that demonstrates corrective actions has been closed out.

The EHS Department ensures that records of all compliance inspections and audits are maintained, and corrective actions are closed out.

Appendix A – Guidelines for Determining the Appropriate Corrective Action

Corrective Action Scenario	When is this appropriate?	Examples
The hazard is rectified immediately by the inspection team.	The team is able, capable, and competent to fix the hazard.	Tripping hazards, such as an extension cord across a walkway. Empty cardboard boxes blocking emergency exits.
The hazard is rectified by the inspection team at the completion of the inspection.	The team is able, capable, and competent to fix the hazard, but fixing the hazard immediately would cause delays in the inspection process.	Furniture has blocked access to an extinguisher, and it will require some time to rearrange the layout of the area. SDS for a chemical is missing.
Corrective action required to be addressed within a specified timeframe (e.g., 1week). Determine the appropriate person responsible. Initiate temporary measures to manage the hazard.	The hazard presents a risk that can be temporarily managed with administrative controls.	Broken or faulty equipment that can be effectively tagged out or removed from general use.
Activities or access in the area need to be halted immediately. Determine the appropriateperson responsible. Initiate immediate measures to control thehazard.	A hazard that presents an immediate danger to personnel that could result in serious injury or death.	Exposed electrical wires. Chemical spill emitting toxic vapors. Explosive hazards.
Requires corrective action that is outside the scope ofthe workplace inspection. Determine the appropriateperson responsible. Initiate temporary measures to manage the hazard.	A long-standing hazard that has been difficult to control or manage. It may involve corrective actions and plans that are complex, time-consuming, or costly.	A chemical laboratory that does not have an emergency shower or eyewash within the requirements of the standards. Manual material handling or ergonomic hazards.