

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

Subject: ENVIRONMENTAL SAFETY INSPECTION	Original Issue Date: October 1, 2002	Policy #: 623
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Committees Consulted: College Safety Officer College Safety Topic Coordinators	Reviewed & Approved by: College Operations College Planning	Approved by: (Signature on File) Provost, College of Nursing & Allied Health

PURPOSE:

To provide a safe environment for employees, visitors, and students

POLICY:

All staff are responsible for maintaining a safe work environment.

Safety rounds are conducted monthly.

College staff are informed of work place hazards.

PROCEDURE:

Hazard Reporting and Correction

All College staff shall identify hazards and immediately correct if reasonable and safe to do so, or report them to Office of Educational Services (OES) staff.

OES staff:

- Reports identified hazards to the appropriate service
- Logs all requests for repairs or corrective action
- Posts notice of hazard and corrective action taken.

Safety Rounds

The College Staff Assistant or designee:

- Surveys the campus monthly using the Environmental Safety Inspection Report
- Reports hazards to appropriate division for correction
- Places copies of reports in Environmental Safety Inspection binder

PROCEDURE DOCUMENTATION:

Administrative Rounds Environmental Safety Inspection Report

REFERENCES:

LAC+USC Policy #606: Environmental Tours

LAC+USC Safety Policy #119: Hazard Surveillance Tours