

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

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Subject: <b>ENVIRONMENTAL SAFETY INSPECTION</b>	Original Issue Date: October 1, 2002	Policy #: <b>623</b>
	Supersedes: October 26, 2017	Effective Date: November 23, 2020
Individuals / Committees Consulted: College Safety Officer	Reviewed & Approved by: College Governance	Approved by:  Provost, College of Nursing & Allied Health (Signature on File)

## **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 faculty, students, and 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
- Posts notice of hazard and corrective action taken.

### **Safety Rounds**

Facility manager/designee:

- Surveys the campus monthly using the Environmental Safety Inspection Report
- Reports hazards and follows up with appropriate division for correction within one week of completing rounds
- Discuss the inspection report to Dean, College Operations.

Dean, College Operations:

- Reports Safety Rounds findings at Administrative meetings as scheduled
- Notifies Safety Officer of unresolved issues.

## **PROCEDURE DOCUMENTATION:**

Safety Rounds: Environmental Safety Inspection Report

## **REFERENCES:**

LAC+USC Policy #606: Environmental Tours

Subject:

**ENVIRONMENTAL SAFETY INSPECTION**

College Policy #640: Maintenance and Repair

**REVISION DATES:**

October 1, 2002

July 14, 2006

November 13, 2008

September 8, 2011

April 9, 2015

October 26, 2017

November 23, 2020