

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

Page 1 Of 2

Subject: ENVIRONMENTAL SAFETY INSPECTION	Original Issue Date: October 1, 2002	Policy #: 623
	Supersedes: November 13, 2008	Effective Date: September 8, 2011
Committees Consulted: College Safety Officer College Safety Topic Coordinators	Reviewed & Approved by: College Operations College Planning	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
- Logs all requests for repairs or corrective action
- Posts notice of hazard and corrective action taken.

Safety Rounds

College Staff Assistant/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
- Provides copies of reports to:
 - Dean, Administrative and Student Services
 - College Operations Officer
 - College Safety Officer
- Places copies of reports in Environmental Safety Inspection binder

Dean, Administrative and Student Services:

- Reports Safety Rounds findings at Operations Committee meetings as scheduled
- Notifies Safety Officer of unresolved issues

Subject:
ENVIRONMENTAL SAFETY INSPECTION

PROCEDURE DOCUMENTATION:

Administrative Rounds: Environmental Safety Inspection Report

REFERENCES:

LAC+USC Policy #606: Environmental Tours
LAC+USC Safety Policy #119: Hazard Surveillance Tours
College Policy #640: Maintenance and Repair

REVISION DATES:

October 1, 2002
July 14, 2006
November 13, 2008
September 8, 2011