

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

Subject: <b>ENVIRONMENTAL SAFETY INSPECTION</b>	Original Issue Date: October 1, 2002	Policy #: <b>623</b>
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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