

# 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: April 9, 2015	Effective Date: October 26, 2017
Individuals / Committees Consulted: College Safety Officer College Safety Topic Coordinators	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
- 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 Administrative Operations Focus Committee meetings as scheduled
- Notifies Safety Officer of unresolved issues

Subject:  
**ENVIRONMENTAL SAFETY INSPECTION**

**PROCEDURE DOCUMENTATION:**

Safety Rounds: Environmental Safety Inspection Report

**REFERENCES:**

LAC+USC Policy #606: Environmental Tours  
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