



Approval Date: November 16, 2015

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Parent Policy: Health, Safety, and Environment Policy

## Assignment of Accountability: 4.0 Inspection and Maintenance

<b>Office of Administrative Responsibility:</b>	Health, Safety and Environment
<b>Approver:</b>	Associate Vice- President (Human Resources, Health, Safety and Environment)
<b>Scope:</b>	Compliance with this university policy extends to all academic staff, administrators, colleagues and support staff as outlined and defined in the <a href="#">Recruitment Policy (Appendix A and Appendix B: Definitions and Categories)</a> . Undergraduate, graduate, and Faculty of Extension students; postdoctoral fellows; emeriti members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

### Overview

**Inspections** and maintenance programs are key activities for identifying **hazards** and preventing **work related incidents**, and are a legislated requirement. They are proactive activities designed to identify hazards before they lead to incidents and repair equipment and facilities before they fail or suffer from reduced functionality.

### Purpose

The purpose of this document is to identify, eliminate and control hazards through inspections and maintenance. **Senior administrators** have the responsibility to ensure this is implemented in their respective **unit(s)**.

### **ACCOUNTABILITIES**

Inspection and maintenance programs involve senior administrators engaging and enabling **workers** to conduct the following activities:

#### Inspections

- Develop and follow inspections schedules
- Conduct inspections to:
  - Identify hazards
  - Evaluate the use and effectiveness of hazard controls and best practices
  - Assess compliance with applicable legislation, standards, and manufacturers' specifications
- Complete an inspection form
- Recommend and implement corrective measures

#### Maintenance Programs

- Develop and follow maintenance schedules based on manufacturers’ specifications and best practices
- Complete maintenance records

For detailed information, consult the standards under “Related Links.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. <a href="#">▲Top</a>	
<b>Hazard</b>	Is a situation, behaviour, condition or thing that may be dangerous to the environment and to the safety or health of the university community.
<b>Work related incident</b>	An undesired, unplanned, or unexpected event that could or did result in an injury, illness, or damage to property or the environment (includes near misses)
<b>Senior administrator</b>	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director
<b>Unit</b>	A designation used to denote academic and non-academic departments, faculties, schools, institutes, and centres at the University of Alberta
<b>Worker</b>	A person engaged in an occupation (includes students, post doctoral fellows, contractors, volunteers, etc.)

**FORMS**

Laboratory safety checklist

[https://docs.google.com/spreadsheets/d/1\\_Vp4mhyHbhAP1kVXIjFf1ly1NydXYAYDVZMW8zEV6k/template/preview](https://docs.google.com/spreadsheets/d/1_Vp4mhyHbhAP1kVXIjFf1ly1NydXYAYDVZMW8zEV6k/template/preview)

Office inspection template

[https://docs.google.com/spreadsheets/d/1XXI9lJay\\_lbH7pKuJUY1mJbYR8Xs3jodazGfTJXCKCU/template/preview](https://docs.google.com/spreadsheets/d/1XXI9lJay_lbH7pKuJUY1mJbYR8Xs3jodazGfTJXCKCU/template/preview)

Workshop inspection template

<https://docs.google.com/spreadsheets/d/1DpwifWqPD9ondIUjMsTquYtc7GVVP8k1njG7cu6yyIY/template/preview>

**RELATED LINKS**

Hazard Identification, Assessment and Control Procedure

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Hazard-identification-assessment-control-procedure.pdf>

Maintenance Policy (Facilities & Operations)

<https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Maintenance-Policy.pdf>