

Approval Date: November 16, 2015

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Parent Policy: [Environment, Health and Safety Policy](#)

## Assignment of Accountability: 4.0 Inspection and Maintenance

<b>Office of Administrative Responsibility:</b>	Environment, Health & Safety
<b>Approver:</b>	Associate Vice- President (Risk Management Services)
<b>Scope:</b>	Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues 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; 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 **incidents** in the **workplace**, and are a legislated requirement.

### 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 do the following:

#### 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 manufacturer's specifications
- Recommend corrective measures
- Complete the Inspection Form

#### 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. [▲Top](#)

<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>Incident</b>	An occurrence, arising in the course of work, that could or did result in an injury, illness, property damage or release to the environment (includes near misses).
<b>Inspection</b>	A planned, systematic evaluation or examination of an activity or workplace, checking or testing against established standards to identify hazards and to recommend corrective action
<b>Senior Administrator</b>	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director
<b>Unit</b>	Entities that are part of the legal entity "The Governors of the University of Alberta" This would include faculties, departments, schools, operational units such as parking services and housing and food services, academic centres and institutes, and some affiliated centres and institutes.
<b>Worker</b>	Means a person engaged in an occupation (includes students, post-doctoral fellows, contractors, volunteers, etc.)
<b>Workplace</b>	On or off campus location where a member of the University community works including but not limited to the following: laboratory, classroom, vehicle, office, shop, store room, farmland and research site, retail facility.

## **FORMS**

[Laboratory Safety Checklist](#)

## **RELATED LINKS**

Inspection Procedure (in development)

Maintenance Procedure (in development)

[Hazard Identification, Assessment and Control Procedure](#)