

DUQUESNE UNIVERSITY

Facility Safety Inspection Procedure

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TABLE OF CONTENTS

	Page
Procedure	1
Additional Information	2

The University Safety Committee established this procedure to ensure that all facilities are in compliance with governmental, environmental health and safety regulations. Issues identified during inspections, observations, and walk-throughs, will be addressed in accordance with the following protocol.

First Incident – the supervisor of the lab or the individual in charge of the facility will be notified of the issue via email by the EHS Department with a copy to the department chair / supervisor. The supervisor must correct the safety issue within five days (or less, depending on the criticality of the issue). Depending on the nature of the incident, activity in the lab may be halted pending resolution of the matter upon consultation of the Director EHS and the Dean / Department Head.

Second (Repeat) Incident – the chair of the department / supervisor and the Associate Academic Vice President for Research will receive notification of the issue and will be informed that it is a repeat offense. The EHS department will request a written corrective action plan within five days, or less. Depending on the nature of the incident, activity in the lab may be halted pending resolution of the matter upon consultation of the Director EHS and the Dean / Department Head.

Third (Repeat) Incident – the Dean of the school / Department Head and the Associate Academic Vice President for Research will receive notification of the repeat issue. EHS will request a written corrective action plan within five days, or less. Depending on the nature of the incident, activity in the lab / facility may be halted pending resolution of the matter upon consultation of the Director EHS and the Dean / Department Head.

If corrective action is not achieved or the respective issue is not corrected after a third incident, the matter will be referred to the Provost / or other cabinet member for action.

It is recognized that disciplinary action may be considered for any and all incidents as appropriate up to and including termination of employment. Employees represented by unions will be subject to the terms of the appropriate labor agreement.

Additional Information:

- EHS will consider any appropriate written response/information in determining the necessary follow-up.
- EHS may conduct follow-up inspections for all issues.
- The respective supervisor (Faculty, Dean, Department Head, etc.) shall determine appropriate disciplinary actions consistent with University Policies and Procedures in consultation with Human Resources.
- For more serious issues, a written corrective action within 24 hours at most.
- If the situation poses an immediate danger to the life and health of the workers, the situation will be immediately addressed up to and including closure of the facility or lab until the situation is resolved.
- If the corrective action will take longer than ten days, EHS should be advised of this schedule and updated weekly.
- EHS goals should be added to all job descriptions, self appraisals and evaluations.

Note:

For University Laboratories, the following definitions and additions apply:

Definitions:

Incident: an Incident is defined as any two consecutive violations.

For any second Incident, the lab supervisor will be requested to appear before the EHS/Radiation Safety Committee to offer explanation and corrective action measures.