

Self-Inspections: 6-mo Summary Report

Environmental Health and Safety (EH&S)

Status Summary

EH&S assessed our lab inspection process in January 2021 with the goal of determining if the current process for conducting lab inspections was an effective way at meeting regulatory requirements as well as meeting the needs of our customers.

During this process we identified areas for improvement, including but not limited to establishing clear guidance, expectations, shared governance, and accountability. As such, we aimed over the 2021 calendar year to focus our efforts on defining a self-inspection program that would require departments to periodically assess their department operations and verification audits by EH&S to ensure compliance in those areas.

Action Item Summary

Action Item #1: Develop an Inspection Schedule

Status: **Complete**

EH&S consulted with multiple campus departments to ensure that the scope for self-inspections was accurately defined. EH&S drafted an annual inspection calendar that balances the inspection process over the course of the year.

Action Item #2: Identify areas for EH&S Support

Status: **Complete**

EH&S reviewed a list of open audit findings and located several areas that can be further supported by EH&S.

Action Item #3: Implement Self-Inspections

Status: **Ongoing**

EH&S is working to implement a pilot roll-out in Facilities Management that will cover shop self-inspections starting October 2021. Additionally, EH&S is facilitating training sessions for those who are identified as a self-inspector.

Action Item #4: Status Summary Reports to Management

Status: **Ongoing**

EH&S has broadened this concept to multiple safety programs including but not limited to training compliance, job safety analyses, lab safety, etc. to serve as a scorecard for departments to view their department's compliance and how they compare to other departments within their division. This process will serve as a cornerstone for all safety programs and require EH&S to schedule annual business reviews with managers which will be consistently performed throughout the year in an effort to reinforce our shared governance model.

Next Steps for FY 21/22

EH&S will continue to develop the roll-out of self-inspections in shop areas, labs, and offices by working with management to identify a Safety Champion who will serve as the conduit between the department and EH&S. Once implemented, EH&S will conduct verification inspections of select work areas and will continue to consult with departments on achieving corrective actions noted in the inspection process.

