

## **3.0 BUILDING SAFETY INSPECTIONS**

### **3.1 General Information**

In order to maintain safe working environments for all University employees and students, *quarterly* building safety inspections are required. To do this effectively, two inspections will be conducted during the Fall semester, and two in the Spring semester. These building inspections provide a way to:

- Regularly identify hazardous conditions
- Initiate a method of removing these hazards
- Assure Office of the State Fire Marshall, Office of Risk Management, and other Federal, State, and local compliance
- Provide data to study hazard trends, unsafe work environments, etc.

This inspection procedure is designed to accommodate the wide variety of buildings that exist on the University campus. The EH&S Director shall provide training for these procedures to University employees who conduct building inspections.

### **3.2 Persons Responsible for Performing Inspections**

The Departmental Safety Coordinator (DSC) typically performs building safety inspections. For more information on the DSC's responsibilities, please refer to section 2.6. Initially, the DSC shall be trained for performing inspections by the EH&S Director (see section 7.3).

Building inspectors should have access to all areas of the building (excluding building mechanical areas and custodial storage areas). The person(s) performing building safety inspections should be a responsible individual who possesses good communication skills. He or she should have general knowledge of all activities that are conducted within the building. For example, if a building contains specialized equipment such as fume hoods, the inspector should understand how to operate this equipment and what hazards to look for when conducting inspections. Therefore, it may be necessary for DSC personnel to work with other University employees while conducting safety inspections in order to understand any technical equipment and the hazards associated with it.

### **3.3 Guidelines for Performing Building Inspections**

All building inspectors should read and understand the following information:

- The building inspection shall include a physical walk-through for all areas of the building (excluding building mechanical areas and custodial storage areas).
- The inspection should also include a check of the grounds that surround the building for other hazardous conditions.

- Every building inspection shall be documented using form **BSI-10-08** or a more current revision. A copy of this form shall be mailed to the DSC quarterly. Additional copies of the BSI-10-08 form can be downloaded at [www.safety.louisiana.edu](http://www.safety.louisiana.edu) (click on forms). The inspector must sign to certify this document.
- Inspectors are required to submit this documentation to the EH&S director in a timely manner.
- Once received, the EH&S director shall review each inspection and note any hazards documented on the BSI-10-08 form.
- If necessary, the EH&S director shall address each hazard individually with the building inspector and/or other university personnel.
- If required, the EH&S director shall implement corrective action to remedy the hazardous condition. This action should be noted on the BSI-10-08 form. For example, some corrective action may require a Facility Management Work Order to fix an unsafe condition. In this example, the work order number shall be noted on the BSI-10-08 form for future tracking.
- Once reviewed, the EH&S director shall sign each BSI-10-08 form to certify its completion.
- The EH&S Director shall maintain a database of all inspections to ensure State compliance requirements.
- The EH&S office shall maintain these documents for a minimum of one year.
- All inspectors shall be trained on these procedures. This includes an explanation of how to use the BSI-10-08 form (see section 3.4)

#### **3.4 Record Keeping for Inspections: BSI-10-08 form**

Documentation is an important part of performing building safety inspections. Records must be uniform and consistent in order to facilitate training, ensure quality control, and study trends in hazards or unsafe environments. This documentation should be kept on file in the EH&S office for a minimum of one year.

## **Instructions for completing the BSI-10-08 Building Safety Inspection Form**

*Note: These instructions shall be given to every Departmental Safety Coordinator as part of their required training. Each field in this form must be completed. If any item is not applicable, or no information is available, the space must be marked to indicate this. Please print when completing this form. When finished, inspectors shall sign the bottom of the form. The BSI-8-00 form may be downloaded at the EH&S website at [www.safety.louisiana.edu](http://www.safety.louisiana.edu) (click on "forms")*

### **Section 1: General Information**

- Pay attention to the Building Area/Floor field if there is more than one DSC in the building that you are inspecting.
- Know where the Emergency Information Floor Plan sheets are located in your area. If any Emergency Information Floor Plans are missing, additional copies can be obtained from the EH&S office at 482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu).
- The Hazard Control Log (HCL-8-00 – see section 3.5) should be posted next to the Emergency Information Floor Plan.
- Check the Hazard Control Log for any unsafe conditions that have not been addressed. If such condition(s) still exist, simply remove the Hazard Control Log and attach it to your Building Safety Inspection sheet (BSI-8-00). Replace the old Hazard Control Log with a new blank one. Blank copies of the Hazard Control Log (HCL-8-00) can be obtained from the EH&S office or downloaded from the EH&S website at <http://www.safety.louisiana.edu>
- Physically identify each fire extinguisher in your inspection area. Note: The date indicated on the fire extinguisher tag is the date of inspection, not the date of expiration. The extinguisher inspection expires one year after the date noted on the tag (e.g. date on the tag is July 2007, extinguisher expires July 2008).
- Make sure there are emergency exit signs in your inspection area and that these signs route you in the same fashion as documented on the Emergency Information Floor Plan sheet.

- Identify your emergency departmental radio and ensure it is working. This is a simple weather radio that is located in each departmental office. There is a label on the radio that gives additional information and instructions.
- Check office furniture and fixtures to ensure they are in good serviceable condition. If these are found to be defective, either contact the Facility Management Department (482-6440) and place a work order to have them repaired; or contact the Property Control Manager (482-6429) and request to dispose of the damaged property.

## **Section 2: Hallways, Stairways, Grounds, and Elevators**

*Note: For sections 2-5, if “N” is circled for any of these questions, then use the space provided above section six to describe the hazardous condition. Be sure to provide the room number (or area of the building).*

- These areas should be free of tripping obstructions.
- Hallways should be clear and generally clean
- Doorways should not be blocked in any way throughout the building. Note – there are some exceptions to this where there is more than one means of exit from a room. To request an exception, please contact the EH&S Director at 482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu)
- Stairways cannot be used to store chemicals, combustibles, or hazardous materials. Stairways should be well lit, and emergency lighting should be available in stairways that have no natural light. Steps should not be slippery and may require special materials to prevent slips by occupants on rainy days.
- Buildings that have attic space may have storage limitations. Please contact the EH&S Director at 482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu) for special instructions in this regard.
- Any fluid spilled on the floor is a hazard and should be addressed immediately
- Check for “sink holes”, “washouts” or other holes that are unmarked on the grounds surrounding the building, especially those adjacent to walkways of high pedestrian traffic.

- If applicable, operate the building elevators and ensure that it works for each floor in the building.

### **Section 3: Electrical and Plumbing**

*Note: It is not necessary for the building safety inspector to be a licensed electrician or plumber. For additional assistance with this section, please contact the Facility Management Safety Coordinator at 482-1049*

- Make sure that electrical receptacles and light switches have faceplates installed and do not display burn marks.
- Ensure that electrical circuits are not overloaded – look for multiple power strips attached to one receptacle.
- Extension cords can be tripping and fire hazards. Feel the extension cord for heat. If heat is detected, notify the operator of the device or unplug it until an electrician can check it. Extension cords may not be used as a substitute for permanent wiring (see section 8.33). For example, routing extension cords above drop ceilings is not allowed. For alternate acceptable methods of using extension cords, contact the EH&S Director at 482-5357.
- Walk through all of the building bathrooms. Look for leaking water – both clean water and sewerage. Make sure there is no standing water on the floor.
- Check around water fountains for leaks. Operate each fountain and ensure that it does not deliver water in a fashion that causes it to spill on the floor.
- Check the ceiling in the building for fresh water stains that may indicate a plumbing leak.

### **Section 4: HAZMAT and Flammables**

*Note: For more information on hazardous materials, see section 11. If the area being inspected has no HAZMAT, then designate the entire section as “N/A”.*

- Check counter tops for unattended chemicals, solvents, or other hazardous materials. These should be stored in their proper cabinet and container.
- All flammables should be stored in metal storage cabinet. This cabinet should be marked “Flammable” and may not be stored adjacent to any electrical panels.

- There must be a portable fire extinguisher within 25 feet of any hazardous material storage cabinet. This fire extinguisher should be easily accessible and its inspection tag should be current (see section 8.32 for more information).
- Hazardous materials should also be stored in a proper container.
- Radioactive materials have special handling, labeling, and containerization requirements. Contact the Radiation Safety Officer (482-6184) for more information.
- Areas that store or use any hazardous material (including flammables) should have a MSDS sheet available in the event of an emergency (see section 11.5)
- The MSDS sheets should be organized in a visible binder and NOT stored near the hazardous materials.
- Any hazardous materials for disposal should be labeled and stored in an approved container (see section 11.45)

## **Section 5: Fume Hoods And Other Hazardous Areas**

*Note: This section pertains, but is not limited to:*

*Fume hoods*

*Exhaust blowers and ducting*

*Special ventilation systems*

*Scientific laboratory equipment*

*Any equipment containing moving machinery or high voltage*

*If the area being inspected has none of these, then designate the section as "N/A".*

- Make sure that any Personal Protective Equipment required for the safe use of this equipment is easily available (see section 9.21).
- Ensure that any safety guards, shields, or other protective devices are installed and working properly.
- Areas that have hazardous equipment should have first aid available in the event of an accident. Make sure this first aid is stocked and that occupants know how to find it (see section 8.31).
- Look for any safety-related warning labels for this equipment that are damaged or not legible.

- Good housekeeping is particularly important in these hazardous areas. Tripping or slipping hazards are especially dangerous in hazardous areas. Make sure these areas are neat and tidy.

## **Section 6: Other Areas**

- If a hazardous condition exist that does not fall under sections 1 – 5, then use the space provided in section 6 to document that condition.
- Once sections 1-6 are completed, attach any relevant documentation and sign the bottom of the form. Building safety inspectors should keep a copy of this inspection for your records and mail the original to the EH & S office.

### **3.5 Hazard Control Logs**

The Hazard Control Log is a way for all employees and students to report a hazardous or dangerous condition anonymously. The Hazard Control Log form, HCL-8-00, must be posted in all buildings next to the emergency evacuation floor plan. The Hazard Control Log must be checked during quarterly building inspections, but should be periodically checked more frequently as well.

The DSC will usually identify hazards on the Hazard Control Log during the quarterly building safety inspection. However, any campus employee or student can contact the EH&S office (482-5357 or [safetyman@louisiana.edu](mailto:safetyman@louisiana.edu)) to report a hazard. Once a hazard has been reported, appropriate personnel will investigate it and, if necessary, corrective action shall be taken. If corrective action is not taken within thirty (30) days after the hazard is initially discovered, then anyone can report that hazard to:

*The Office of Risk Management  
Unit of Risk Analysis and Loss Prevention  
P.O. Box 91106  
Baton Rouge, Louisiana 70821  
Telephone: (225) 342-8500*

### **Instructions for completing the HC-8-00 Hazard Control Form**

*Note: These instructions shall be given to every building inspector as part of their required training. Please print when completing this form. This document can be downloaded at the EH&S Website at [www.safety.louisiana.edu](http://www.safety.louisiana.edu) (click on “forms”).*

### **General Information**

- It is important to decipher one hazard control log from the other. Therefore, pay attention to the location field (ex: “front/lobby area of building”)

### **Reporting and Correcting Hazards**

- This section can be completed by any persons who use the building or area
- The location field in this section should contain a room number or use a room number to identify the hazard area (ex: “hallway adjacent to room 119”)
- The immediate temporary control, if applicable, refers to any action taken to control the hazard soon after it is discovered (ex: “placed bucket under the water spill, contacted Facility Management Department”)
- The long term solution can be completed by the DSC, Facility Management department personnel, or any other employee who is taking corrective action to eliminate the hazard (ex: Long Term Solution: “repaired water leak”)

### **Hazard Control Log Review and other Instructions**

- As necessary, each Hazard Control Log should be replaced with a new one.
- Mail the old Hazard Control Log to the EH & S Director’s office as soon as possible
- The EH & S Director shall review any Hazard Control Log submitted and if necessary, initiate corrective action to remedy the hazard.
- As part of this review, the EH & S Director shall look for trends of hazards that exist in any particular area and suggest, if necessary, any procedural changes needed to eliminate this trend.
- The EH & S Director shall keep the old Hazard Control Logs on file for a minimum of one year after their review.