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Correction of Safety Hazards Policy

Responsible Office: Environmental Health and Safety, Fire Safety

Originally Issued: April 1991

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1.0 Purpose

To assure the safety and health of all staff, faculty, students, patients, and visitors is maintained at a continuously acceptable safe level.

2.0 Policy

It is the policy of Georgia Health Sciences University to provide and maintain a safe and healthful work environment for each employee and all others on the GHSU premises. To achieve this, special attention is expected to correct any noted or reported hazardous condition or practice that poses a potentially serious risk to personnel. Prompt corrections of safety hazards are to be accomplished to assure the safety and health of all employees, faculty, students, patients, and visitors. Each department or division will correct any unsafe or unhealthful condition or practice that poses a potential risk within their area(s) of responsibility.

3.0 Procedure

3.1 Faculty and Staff The employees in an affected area will initiate immediate corrective measures when an unsafe condition or practice is noted or reported. Supervisors will insure that the necessary action is taken.

3.2 Environmental Health and Safety Division

3.2.1 The Fire Safety Office is responsible to inspect, identify, and forward recommendations for correction of unsafe conditions or practices noted by or reported to them, working in cooperation with department supervisors and Building Coordinators.

3.2.2 Safety Officers will conduct inspections of all campus buildings and grounds. A room-to-room fire-safety inspection will be performed annually using National Fire Protection Association codes and standards as adopted by the State of Georgia and general safety rules for accident prevention.

3.2.3 An inspection report will be forwarded to the Building Coordinator of the inspected area and the Facilities Management Work Management Center. The report will include the hazard(s), the location, the acceptable corrective measures, and maintenance requests are identified. The report includes a column for reporting actions taken.

3.2.4 When a hazardous condition poses potential danger and a solution to the problem is not immediate, the Fire Safety Office will initiate actions to eliminate the unsafe conditions or circumstances, in conjunction with management.

3.2.5 After initiating corrective measures, and within a reasonable time period (depending on the seriousness of the hazard), the Fire Safety Office will re-inspect the area or department for the problem originally recorded.

3.2.6 When the degree or risk is considered excessive by the Fire Safety Office and a solution to the problem is either not apparent or not agreed to by area management and Fire Safety Office, the Associate Vice President of Environmental Health and Safety is to be informed of the circumstances so a decision may be made regarding appropriate organizational response.

3.3 Department Heads/Building Coordinators

3.3.1 When notified of safety deficiencies in your area(s), you are responsible for initiating a prompt corrective measure. Issues that may be long-term are identified in your response to the inspection/survey report.

3.3.2 When a hazardous condition requires appropriation of funds to eliminate the condition and the funds are not available, other viable alternatives are to be pursued by the area's management to resolve the problem(s) and reduce the risk to an acceptable level.

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Inactive