



CAMPUS GENERAL INSPECTION PROGRAM	UBCO-HSE-CIP
Dept. of Health, Safety & Environment UBC Okanagan	Date Created: 2022/05/12 Date Updated: N/A Supersedes: N/A

1. PURPOSE

The purpose of the Campus General Inspection Program is to specify standard processes for conducting a variety of required formal inspections at the UBC Okanagan Campus. This includes departmental and personal responsibilities, required frequencies of inspections, and identification of necessary program supports such as training.

2. SCOPE/STRUCTURE

All areas of the campus where work is performed or workers might attend in the course of their work.

3. BACKGROUND

WorkSafeBC: Workplace inspections are an opportunity to identify hazards and assess risk in your workplace on an ongoing basis. As part of a proactive injury-prevention process, inspections reveal the current state of the workplace. Workplace inspections are a means of identifying hazards and preventing unsafe working conditions from developing.

There are various types of inspections that must be done in the workplace ranging from informal observations to formal, written inspections. Some will be done on a daily basis by operators before using equipment and machinery, others are ongoing by supervisors each time they pass through the workplace. Some inspections will be done after an accident or the purchase of new equipment.

4. RESPONSIBILITIES

4.1. Department Heads and Directors

- Ensure Managers and Supervisors conduct inspections meeting the requirements outlined in this Procedure.
- Review the results of completed inspections within the respective faculty/unit/department to identify high risk and commonly occurring deficiencies.
- Work with Managers and Supervisors to correct deficiencies identified during inspections, as far as reasonably practicable, where appropriate.
- Complete inspection training, as necessary.

4. RESPONSIBILITIES (continued)

4.2. Managers and Supervisors

- Inspect administrative areas, unique areas and specific equipment as per the requirements outlined in this Procedure.
- Retain completed inspection records for a minimum of 2 years.
- Involve employees and/or applicable LHST or JOHSC in inspections. This could be achieved by assignment on a rotational basis to ensure representation by employees associated with the work area.
- Record deficiencies and corrective actions on the inspection forms.
- Correct deficiencies identified during inspections, as far as reasonably practicable.
- Share inspections results and the corrective actions taken to address inspection deficiencies with affected employees.
- Complete inspection training, as necessary.

4.3. Employees

- Report all potential and actual hazardous conditions on an ongoing basis.
- Participate in administrative area, laboratory, workshop, unique area and specific equipment inspections as requested by Manger/Supervisor/PI.
- Complete inspection training, as necessary.

4.4 Joint Occupational Health & Safety Committees (JOHSC)

- Participate in General/Common Area Inspections as per Inspection Area Breakdown (Appendix B).
- Complete inspection training, as necessary.

4.5. Health, Safety & Environment (HSE)

- Develop and maintain the UBCO Campus General Inspection Program.
- Provide inspection training.
- Evaluate or facilitate the evaluation of compliance with the UBCO Campus General Inspection Program.
- Assist Faculties/Units in identifying inspection criteria for their unique areas and specific equipment.

5. REFERENCES AND DEFINITIONS

<https://www.worksafebc.com/en/health-safety/create-manage/workplace-inspections>

OH&S Reg. 3.3(b): Inspection of Premises

Provision for the regular inspection of premises, equipment, work methods and work practices, at appropriate intervals, to ensure that prompt action is undertaken to correct any hazardous conditions found.

6. PROCEDURE

Responsible JOHSCs and departments are to inspect each area of their responsibility (as per Appendix B) a minimum of one time per year unless otherwise specified.

Completed inspections are to be submitted to Health, Safety & Environment (hse.ok@ubc.ca) and then reviewed with relevant JOHSCs.

Administrative Areas: Administrative areas are spaces assigned and inspected by faculties or departments including but not limited to: offices, reception areas, internal corridors, conference rooms, photocopier rooms, storage areas/rooms, and kitchen alcoves/rooms, etc.

General/Common Areas: Public indoor and outdoor spaces on campus that will be inspected by JOHSC members; includes classrooms, lecture theatres, walkways, sidewalks and stairwells.

Workshops: Faculties/units are responsible for developing their own faculty/unit-specific inspection checklists and conducting inspections in workshops that they manage to address the activities and equipment that are specific/unique to each workshop.

Faculty/Unit-specific Areas: Faculties/units are responsible for developing their own faculty/unit-specific inspection checklists and conducting inspections to address the activities and equipment that are specific/unique to their faculty/unit. Some examples of where unique area or specific equipment inspections may be required at the university include, but are not limited to: recreation facilities, mechanical rooms, electrical rooms, backflow prevention systems, vehicles, forklifts, cranes, etc.

Laboratories: Laboratory inspections are an independent program and thus are not within the scope of the Campus General Inspection Program. Labs must register with HSE's Hazardous Waste Information System (HWIS) and then perform inspections to the required frequency for their type of lab (i.e. may not necessarily be annual).

7. REVIEW AND RETENTION

This program is developed by the UBC Okanagan Department of Health, Safety & Environment in consultation with campus stakeholders and Joint Occupational Health and Safety Committees.

This program is reviewed annually or as needed by Health, Safety & Environment.

Appendix A - General Inspection Checklist

UBC Okanagan JOHSC Building / Room Inspection Checklist

Building: _____ Date: _____

	TYPE OF AREA	DESCRIPTION	OK	NEEDS ATTN.	N/A
1.	HOUSEKEEPING				
a.	Floors clean and clear of waste/debris	Inspect floors for debris, liquids or other materials that could pose a slip or trip hazard.			
b.	Flooring / Baseboards in good condition	Floors are free of lifted or missing surfaces, carpet damage.			
c.	Ceiling tiles in good condition	Ceiling tiles are in place, free of damage, no water stains, etc.			
d.	No protruding objects	All cabinet drawers are closed when unattended. All surfaces are in good repair, e.g. no snags or sharp objects/corners protruding that could cut/injure someone.			
e.	Office and common furniture in good repair	Good repair means legs are level, castors on chairs not broken, no torn or ripped covers.			
2.	AISLES, CORRIDORS & STAIRWELLS				
a.	Aisles, corridors & stairwells are unobstructed	Access and egress is unobstructed with nothing piled in aisles or moveable objects (e.g. carts) parked in aisle; no items whatsoever in stairwells.			
b.	Aisles wide enough to accommodate employees and equipment	Aisles are at least 1.1 metres (43.3 inches) wide to accommodate movement of materials and people without colliding.			
3.	STORAGE				
a.	Shelving used for storage is secured properly	For moveable shelving, stabilizing bracing is installed/secured to the wall (based on load).			
b.	Bins and racks provided, appropriately used and properly secured	Stacked materials do not pose a risk of toppling.			
c.	Ladders/step stools are available for reaching materials on shelving	Appropriate ladders/step stools are available for reaching materials on overhead shelves.			
4.	FIRE PREVENTION				
a.	Sprinkler heads are unobstructed	Nothing within 45 centimetres (18 inches) in any direction from the sprinkler head e.g. check shelving heights and stacked materials.			
b.	Fire extinguishers are accessible, mounted, and tagged	Fire extinguishers are accessible and mounted in a visible location with a tag that indicates it is being maintained annually (by Facilities Management).			
c.	Fire doors are not propped open	Fire doors stop the movement of smoke and fire through a building - e.g. doors leading into stairwells/elevator lobby.			
d.	Only approved personal appliances are in use	Only use appliances that have CSA, ULC or other approved electrical certifications (refer to Technical Safety BC for equivalents).			
e.	Personal appliances unplugged when not in use	Personal appliances (e.g. space heaters, coffee makers, kettles, etc.) must be unplugged when not in use.			
f.	Space heaters	All space heaters must have an automatic shut-off that de-energizes the heater if it tips over.			
g.	Baseboard heaters	Where present, ensure furniture and other combustible materials are not in contact with baseboard heaters.			



	TYPE OF AREA	DESCRIPTION	OK	NEEDS ATTN.	N/A
--	--------------	-------------	----	-------------	-----

5.	EMERGENCY PREPAREDNESS				
-----------	-------------------------------	--	--	--	--

a.	Emergency procedures readily accessible/posted	General and department-specific procedures created for potential scenarios are accessible.			
b.	Employees are aware of evacuation procedures	Survey up to 4 employees regarding their awareness of primary and secondary exit routes out of the building.			
c.	Employees are aware of the Pre-Designated Meeting Point location(s)	Survey up to 4 employees regarding their awareness of external Pre-Designated Meeting Point location(s) for their building.			
d.	Emergency exit signs are clearly marked	Exit signs clearly indicate the location of emergency exits, are not obstructed, and are properly illuminated.			
e.	Emergency Warden resources are allocated	Emergency Wardens are identified and information is posted or available to employees (as appropriate).			
f.	First Aid Procedures	First Aid Procedures (including 250-807-8111 Campus Security Emergency phone number) are posted.			

6.	ELECTRICAL				
-----------	-------------------	--	--	--	--

a.	Electrical cord condition	Electrical cords are not frayed, cracked, or hot to the touch; are not being used as a long-term solution.			
b.	Electrical outlet covers	Cover plates are in place and secured properly.			
c.	No overloaded outlets or electrical circuits	No more than one power bar is plugged into each electrical (duplex) outlet.			
d.	Electrical cord and power bar certifications	Electrical cords and power bars have CSA, ULC or other approved electrical certifications (refer to Technical Safety BC for equivalents)..			
e.	Adequate lighting	No burnt out or missing bulbs. Task lighting available as necessary to reduce eyestrain hazard.			

7.	HAZARDOUS MATERIALS				
-----------	----------------------------	--	--	--	--

a.	No hazardous materials stored in unmarked areas	Hazardous materials include but are not limited to the following: carcinogenic, toxic, corrosive, combustible, explosive, flammable, oxidizers, pyrophoric, unstable, reactive or water-reactive etc.			
----	---	---	--	--	--

8.	GENERAL QUESTIONS TO OCCUPANTS				
-----------	---------------------------------------	--	--	--	--

a.	First Aid	Do occupants know who to call for First Aid assistance?			
b.	Incident Reporting	Do staff, faculty and students know incident reporting procedures?			

Item #	Deficiencies Identified for Follow-Up with description of recommended corrective action(s)	Person Responsible	Target Date	Completion Date

Item #	Building-Related Concerns for Facilities	Reported to Facilities by:	Archibus Work Request Number	Completion Date



Positive Actions/Initiatives/Comments

MANAGEMENT REVIEW		
Manager Name and Position Title	Manager Signature	Date

Instructions:

Administrative areas are department-assigned spaces including but not limited to: offices, reception areas and internal corridors, conference rooms, photocopy/mail rooms, storage areas, and kitchen/staffroom areas.

- For each item refer to the brief description. Check off the item as "OK" to indicate adequate state or condition, "NEEDS ATTN" for substandard issues to be resolved, or "N/A" if the item is not applicable/present in the area.
- If assistance is required to assess an item, email hse.ok@ubc.ca with an explanation and a photo, if available.
- Review list of 'Deficiencies Identified for Follow-Up' from most recent (previous) inspection report and then verify implementation of corrective actions while conducting this inspection. If the status of the deficiency/corrective action is incomplete, carry item(s) forward on this inspection checklist and describe why the status is incomplete in the *Positive Actions/Initiatives/Comments* section.
- Reported all building-related concerns through the Archibus work request system (www.fis.infrastructuredevelopment.ubc.ca/archibus). Record work request numbers on this checklist.
- Retain completed inspection records for a minimum of 2 years.



Appendix B - Inspection Area Breakdown

1. General Areas

Building Code	Building/Area Name	Building Address	Responsible JOHSC	Inspection Date
ADM	Administration Building	1138 Alumni Avenue	AVP FinOps	
ART	Arts Building	1147 Research Road	AVP Students	
ASC	Arts and Sciences Centre	3187 University Way	AVP Research	
CCS	Creative and Critical Studies Building	1148 Research Road	AVP Students	
COM	The Commons Building	3297 University Way	AVP Students	
EDL	Engineering Design Labs	3317 University Way	AVP Research	
EME	Engineering, Management & Education	1137 Alumni Avenue	AVP Research	
FIP	Charles E. Fipke Centre	3247 University Way	AVP Research	
GYM	Gymnasium Building	3211 Athletics Court	AVP Students	
IPR	Innovation Precinct 1	1540 Innovation Drive	AVP Research	
IA1	Innovation Precinct Annex 1	3505 Spectrum Court	AVP FinOps	
ICI	Interdisciplinary Collaboration & Innovation Building (future)	____ Alumni Avenue	TBD	
LIB	Library Building	3287 University Way	AVP Students	
OM1	Office Modular Building	1157 Alumni Avenue	AVP FinOps	
NHC	Nechako Housing Commons (level 2 only)	1255 International Mews	AVP FinOps	
PBA	Portable A	1060 Diversity Place	AVP Students	
PGF	Plant Growth Facility	1250 Discovery Avenue	AVP Research	
QOT	Quonset Office	1033 Alumni Avenue	AVP FinOps	
RHS	Reichwald Health Sciences Centre	1088 Discovery Avenue	AVP FinOps	
SCI	Science Building	1177 Research Road	AVP Research	
UCH	Upper Campus Health Building	1238 Discovery Avenue	AVP Research	
UNC	University Centre	3272 University Way	AVP Students	
UNI	University House	1060 Diversity Place	AVP FinOps	
---	downtown UBCO building (future)	550 Doyle Avenue	TBD	
	Courtyard		AVP FinOps	
	General/common areas within residence buildings		AVP FinOps	
	Outdoor athletic fields, courts, arena		AVP Students	
	Parking lots		AVP FinOps	
	Quonset Building & associated structures & works yard		AVP FinOps	

Note: building assignments include adjacent sidewalks, stairways and roadways/loading zones.



Appendix B - Inspection Area Breakdown (continued)

2. Specific Areas

Specific Area	Responsible Department
residence buildings	Student Housing & Hospitality Services
mechanical rooms & areas - academic & administrative buildings	Facilities Management- Engineering & Utility Services
mechanical rooms & areas - residences	Student Housing & Hospitality Services
electrical rooms	Facilities Management - Engineering & Utility Services
server rooms	IT Services
rooftops - academic & administrative buildings	Facilities Management
rooftops - residences	Student Housing & Hospitality Services
custodial rooms & dumpster areas - academic & administrative buildings	Facilities Management
custodial rooms & dumpster areas - residences	Student Housing & Hospitality Services
food service areas - general	SHHS - Food Services
food service areas - University Centre	UBCSUO
University Centre leased areas	UBCSUO
Central Heating Plant	Facilities Management - Engineering & Utility Services
Geo Exchange Building	Facilities Management - Energy Team
Hazardous Waste Processing Facility (in Quonset area)	Health, Safety & Environment
HazWaste transfer/processing rooms (ASC, FIP, RHS, IP1, ICI)	Health, Safety & Environment
Science (Arts) chemical bunker	Faculty of Science, Chemistry Dept.
CCS chemical bunker	Faculty of Arts & Social Sciences, Creative Studies Dept.
Daycare Building	Daycare staff
Portable N (3177 Athletics Court)	Athletics
Portable V (1060 Diversity Place)	Facilities Management
other department-specific areas (e.g. Campus Receiving & Mail Services, Psychology Clinic)	department that operates the area is responsible