

Ohio Environmental Protection Agency
Safety Procedure
Number – SP08-5
Date: February 1, 2008
Updated: April 30, 2013
Status: Final

Title: Building Inspections

SOURCE: Ohio EPA Health and Safety Policy

PURPOSE: To establish policy, responsibilities and procedures for conducting safety inspections at all Ohio EPA owned or operated facilities. Safety inspections shall be conducted to assess and reduce hazards and to provide a safe and healthful work place for all Ohio EPA employees.

PROCEDURES:

(A) Annual Inspections-

- (1) The Office of Operations & Facilities (O&F) and/or designee shall conduct annual building inspections of all Ohio EPA owned or operated facilities.
- (2) An inspection report form shall be completed and sent to the District/Division Chief or District Administrator responsible for the facility.
- (3) All safety and health deficiencies shall be noted in the report and listed as Action Items.
- (4) The District/Division Chief or designee shall submit an abatement report addressing the Action Items within 45 days.
- (5) An abatement report shall be required every 45 days until all items have been corrected. Each abatement report need only refer to those Action Items which were not addressed in the previous abatement report.
- (6) Abatement reports shall be sent to O&F.

(B) Semi-annual Inspections-

- (1) The district safety committee members or division safety designees shall conduct semi-annual inspections at each Ohio EPA owned or operated facility (Attachment A).
- (2) An inspection report form shall be completed and sent to the O&F and District/Division Chief.
- (3) O&F shall note any safety and health deficiencies and submit them to the District/Division Chief as Action Items.
- (4) Procedures (A)(4) through (A)(6) shall be followed concerning these Action Items.

(C) Action Item Tracking - A letter will be sent to the appropriate Division/District Chief every 45 days if an abatement report is not received.

ATTACHMENT A

OHIO EPA FACILITIES AND INSPECTORS

FACILITY	INSPECTOR(S)
NEDO & WAREHOUSE	NEDO SAFETY COMMITTEE
NWDO & WAREHOUSE	NWDO SAFETY COMMITTEE
SEDO	SEDO SAFETY COMMITTEE
SWDO & WAREHOUSE	SWDO SAFETY COMMITTEE
CO/CDO.	O&F OR DESIGNEE
GROVEPORT FIELD FACILITY	O&F OR DESIGNEE
DES LAB	DES SAFETY DESIGNEE