

Workspace Inspection Frequency Matrix



UNIVERSITY OF WATERLOO FACULTY OF ENVIRONMENT

Area	JHSC	ENV H&S Coordinator/ Committee	Department Head/ Department H&S Representative or Delegate with required training	Area Supervisor	Laboratory Supervisor
Research Clusters (General grad student office space)	S/A	A/AD	M		
Department Common Areas (Mailrooms, Meeting Rooms, Lunch)	S/A	T/AD	M		
Design Studios	S/A	M			
Research Laboratories & Storage Rooms	S/A	T/AD			M
Teaching Laboratories & Storage Rooms	S/A	T/AD			M
Computer Laboratories (Teaching, Research & General Use)	S/A	A/AD		M	
Student Workshops	S/A	T/AD		M	
Faculty/ Employee Office Space	AD	AD	AD		

Inspection Frequencies

P - Pre-use
 W- Weekly
 M - Monthly
 T - Term
 B - Biannual
 A - Anually
 S - Scheduled
 AD - Ad-Hoc
 90 - Every 90 days
 120 - Every 120 days

Equipment Inspection Frequency Matrix

Pre-use inspections are required before use of any equipment or work process that has a potential to result in a severe loss. This inspection must be recorded in a log that is kept on the equipment or near the process and be available for review.

Equipment	Frequency
Eye-Wash Stations	W
Autoclaves	A
Department First Aid Kit (Beside Department H&S boards)	90
Suplimental First Aid Kit (Labs, shops, studios, satellite, and maintenance areas)	120
Mobile Equipment (Motor Vehicles, Forklifts, Ride-on Equipment)	P
Production Equipment (Table Saws, Chainsaws, Augers, Microtones)	P
Life Safety Equipment (Fall Arrest Equipment,	P

Joint Health & Safety Committee (JHSC) - Conducted by a JHSC worker member, under OSHA (s.9) requirements. In the past they conduct an inspection of our faculty annually, and are accompanied by the H&S Coordinator/ Committee.

Health & Safety Coordinator/ Committee - Perform inspections under HSEMS and Policy 34. Frequency of inspections is determined based on hazards present, inspection frequencies are as follows: high risk = term, medium risk = bi-annual, low risk = annual.

Department Head/ Delegate with required training completed - Any department common area that doesn't have a formal supervisor (no space agreement has been signed) falls under the responsibility of the Department Head to ensure the work area(s) are inspected. INSPECTIONS CAN BE DELEGATED TO AN INDIVIDUAL WHO HAS COMPLETED THE REQUIRED TRAINING, HOWEVER THE RESPONSIBILITY TO ENSURE INSPECTIONS ARE COMPLETED REMAINS WITH THE DEPARTMENT HEAD.

Area Supervisor - Perform inspections on a monthly frequency as required under HSEMS and Policy 34. In situations where it may be impossible to conduct, or delegate inspections for an area at a monthly frequency, it's possible exceptions can be made after consultation with the Health & Safety Coordinator/ Committee. INSPECTIONS CAN BE DELEGATED TO AN INDIVIDUAL WHO HAS COMPLETED THE REQUIRED TRAINING, HOWEVER THE RESPONSIBILITY TO ENSURE INSPECTIONS ARE COMPLETED REMAINS WITH THE SUPERVISOR.

Laboratory Supervisor - Perform inspections on a monthly frequency as required under HSEMS and Policy 34. INSPECTIONS CAN BE DELEGATED TO AN INDIVIDUAL WHO HAS COMPLETED THE REQUIRED TRAINING, HOWEVER THE RESPONSIBILITY TO ENSURE INSPECTIONS ARE COMPLETED REMAINS WITH THE SUPERVISOR.