

OCCUPATIONAL SAFETY AND HEALTH

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WORKPLACE INSPECTION PROGRAM

I. PURPOSE:

This document describes the workplace inspection program in CVM occupied facilities. Workplace inspections reduce the risk of occupational injuries and illnesses by identifying unsafe and unhealthy conditions and providing the opportunity for such hazards to be abated before injuries or illnesses occur. Periodic facility inspections also provide an opportunity to verify compliance with applicable regulations and established workplace safety standards.

II. REFERENCES:

- A. 29 CFR 1960 SUBPART D - Inspection and Abatement
- B. Executive Order 12196 - Occupational Safety and Health Programs for Federal Employees
- C. FDA Staff Manual Guide 2130.4 - Safety and Occupational Health Inspections

III. POLICY:

All areas within CVM facilities shall be inspected at least annually to identify any unsafe or unhealthy conditions. In addition, focused, unscheduled inspections may be conducted in response to employee reports of unsafe or unhealthy conditions. Abatement of identified unsafe or unhealthy conditions will be initiated as soon as practicable based on the determined risk and required resources.

IV. RESPONSIBILITIES:

- A. Director, Office of Management and Communications: Has responsibility for reviewing and approving the draft inspection report.
- B. CVM Office Directors: Within their respective areas of operation, for those findings identified as their responsibility, CVM Office Directors are responsible for initiating and tracking corrective actions until hazard abatement is complete.

- C. CVM Safety Manager: The CVM Safety Manager has responsibility for assuring annual inspections are scheduled, applicable checklists are updated, and any necessary training is provided to the inspection team. The CVM Safety Manager will assist in developing abatement recommendations and provide technical expertise to the CVM Office Directors.
- D. CVM Safety Committee: The CVM Safety Committee will assist Office Directors in their designated workplace inspection program responsibilities, assist the CVM Safety Manager in maintaining updated inspection checklists, conduct risk assessments for identified unsafe or unhealthy conditions, and develop recommendations for hazard abatement.

V. PROCEDURES:

- A. Inspection Team: Dependent upon scheduling and availability, the inspection team will include the following individuals/groups: environmental, health and safety professionals with the knowledge and experience to identify unsafe and unhealthy conditions; bargaining unit representative(s); CVM Safety Committee members; and representatives of the organizational unit occupying the location(s) under evaluation.
- B. Inspection Schedule: Annual inspections will be scheduled and notification will be provided to CVM management and the NTEU. Unscheduled inspections may be conducted in the laboratory/animal research facilities because of the greater number of potentially hazardous conditions which exist in these facilities.
- C. Inspection Checklists: CVM inspection checklists for both office and laboratory/animal research areas will be updated annually, as necessary.
- D. Reports: Inspection findings for annual inspections will be reported to CVM Office Directors within 2 weeks following completion of the inspection.
- E. Imminent Danger: Whenever the inspection team determines that a condition or work practice exists, which could reasonably be expected to cause death or serious injury immediately, or before the imminence of such danger can be eliminated through a normal hazard abatement process, the inspection team will appropriately post the hazard, notify employees in the immediate work area, contact the Director of the Office of Management and Communications, notify the NTEU as required, and initiate a hazard abatement process.
- F. Hazard Abatement: All unsafe or unhealthy conditions identified must be corrected within a reasonable time frame. The inspection report will identify the priority for hazard abatement and suggest appropriate corrective action(s). Hazard abatement

actions which are not under the responsibility of CVM or require resources outside of CVM will be forwarded to the appropriate organizational unit. Correction of all unsafe or unhealthy conditions identified must be tracked by the appropriate organizational unit until the hazard(s) has been mitigated.