

Environmental Health and Safety (EHS)

Laboratory Safety Inspection Reports – Work Steps and Communication Protocol

1. At the start of the Faculty Laboratory Safety Inspections, Department Safety Committee (DSC) Chairs are notified when the department is scheduled.
2. The inspections are performed by the EHS inspectors.
3. The inspection reports are reviewed by the EHS inspectors/EHS Officers
4. Principal Investigators (PI) are informed by email when the reports are available in myLab for their review. The inspection reports for each PI will not be available in myLab for the DSC Chairs, but, on request, they can receive a copy of all the reports for the department in pdf format.
5. The PIs have 6 weeks from the date on the inspection report to respond to EHS on how items of nonconformity are corrected. **EHS inspectors will review and approve the answers from PIs in myLab.**
6. After the 6-week deadline, **EHS will send a reminder** to the PIs who did not respond to the inspection reports. A list of these PIs will also be sent by email to the DSC Chairs and the Department Chairs.
7. 4 weeks after the first reminder, a second reminder will be sent to the PIs who did not respond. EHS will also send an updated list of these PIs to the Department Chair and copies to the DSC Chair, Faculty Safety Committee (FSC) Chair and the Dean of the Faculty.

N.B. Any actions deemed high risk i.e. immediately dangerous to life and health, by the officer will be acted upon promptly in the form of a directive, a work stoppage, or a lab closure. The officer must the immediately inform the PI and EHS management.

Laboratory Inspection Action Table

No	Chain of communication	Action Deployed	Involved parties		
			From	To	Cc
1	Notification of the next round of laboratory safety inspections	Email	EHS	DSCs	
2	Inspections of the laboratories	Field work, myLab	EHS		
3	Completion of the inspection reports	myLab	EHS		
4	Inspection reports available to PIs	Email, myLab	EHS	PIs	
5	Responding to the inspection reports. Answers are reviewed by the EHS inspectors	myLab	PIs	EHS	
6	Reminder sent for late responses to PIs	Email	EHS	PIs	DSCs*, Chairs*
7	Second reminder sent to PIs and a list of PIs sent to Chairs & Dean on late responses	Email	EHS	PIs	Chairs*, DSCs*, FSCs*, Dean*

* A list of PIs that have not responded will be sent to the following involved parties.