



Workplace Inspection Program

Florida Institute of Technology
Environmental Health and Safety
150 W University Blvd
Melbourne, FL 32901
Email: ehs@fit.edu
Web: <https://www.fit.edu/office-of-environmental-health-and-safety/>

Contents

PURPOSE: 5

REFERENCES: 5

RESPONSIBILITIES: 5

PROCEDURES: 5

Note. 6

Note2* 6

Note3. 6

Appendices..... 7

REVISION HISTORY

Revision Number	Revision Date	Revised By	Description of Change
00	9/16/2019	Selvin McLean	Initial plan creation and implementation.
01	4/2/2020	Selvin McLean	Update to safety checklists
02	7/23/2020	Selvin McLean	Update to safety checklists/added 29CFR1910.141(g)(2). Florida Tech's Ethics Policy added to References
03	8/14/2020	Selvin McLean	Procedure update/title update.
04	10/23/2020	Selvin McLean	Update to Photonics and Laser Safety Area Checklist
05	1/20/2021	Selvin McLean	Update to Shop and General Use Area Checklist
06	1/21/2021	Selvin McLean	Update to Biological Safety Area Checklist; Update to Building Safety Area Checklist
07	1/22/2021	Selvin McLean	Hyperlink updates
08	2/16/2021	Selvin McLean	Update to Pesticide Storage Area Checklist; Update to Gymnasium Area Safety Checklist; Update to Marina Area Safety Checklist.
09	2/17/2021	Selvin McLean	Web link updates
10	3/10/2021	Selvin McLean	OSHA Civil Penalty updates
11	4/8/2021	Selvin McLean	Walking-Working Surface(external) Area Checklist added
12	1/14/2022	Selvin McLean	OSHA Civil Penalty updates
13	8/4/2022	Selvin McLean	Responsibilities updates
14	1/24/2023	Selvin McLean	OSHA Civil Penalty updates; administrative changes; and procedural changes
15	10/10/2023	Selvin McLean	Reports of inspection findings timeframe shorten from 14-days to 5-days.
16	1/17/2024	Selvin McLean	OSHA Civil Penalty updates.
17	2/19/2024	Selvin McLean	Procedure updates
18	9/9/2024	Selvin McLean	OSHA Top 10 Most Frequently Cited Standards updates added to website; Walking-Working

			Surface(external) Area Checklist updated.
19	1/17/2025	Selvin McLean	OSHA Civil Penalty updates.

PURPOSE: 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/site inspections also provide an opportunity to verify compliance with applicable regulations and established workplace safety standards.

REFERENCES:

- A. Occupational Safety & Health Administration (OSHA) General Duty Clause
- B. [Florida Tech's Ethics Policy](#)

RESPONSIBILITIES:

Under [Florida Tech's Ethics Policy](#) under 'Responsibilities.'

PROCEDURES:

- A. **Site:** Florida Tech facilities shall be inspected to identify any unsafe or unhealthy conditions. In addition, focused, unscheduled inspections may be conducted in response to individual reports of unsafe or unhealthy conditions or if these conditions are observed while doing a walkthrough. Abatement of identified unsafe or unhealthy conditions will be initiated as soon as practicable based on the determined risk and required resources.
- B. **Inspection Team:** Dependent upon scheduling and availability, the inspection team will include at a minimum the following group: environmental health and safety (EHS) professionals with the knowledge and experience to identify unsafe and unhealthy conditions. Representatives of the organizational unit occupying the location(s) under evaluation are advised to accompany the EHS team conducting the inspection.
- C. **Inspection Schedule:** Inspections will be scheduled, and notification will be provided to Florida Tech inspected party. Unscheduled inspections may be conducted in the laboratory/animal research facilities and shop areas because of the greater number of potentially hazardous conditions which exist in these facilities.
- D. **Inspection Checklists:** EHS inspection checklists for both office and laboratory/animal research areas will be updated, as necessary.
- E. **Reports:** Inspection findings will be reported to the affected Florida Tech Office within 1-week* following completion of the inspection. It is expected that responsible parties acknowledge receipt of the reports in keeping with this **University Ethics Policy 2.:** Demonstrate respect for the rights of others and accept accountability for one's own actions.
- F. **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, and contact the appropriate Florida Tech Office, as required, and initiate

a hazard abatement process.

- G. **Hazard Abatement:** All unsafe or unhealthy conditions identified must be corrected within a reasonable time. 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 affected Florida Tech or require resources outside of Florida Tech 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.

Note. This is a 'self-audit program,' which OSHA interprets as, If the employer has corrected the violative condition prior to the initiation of an inspection (or a related accident, illness, or injury that triggers the OSHA inspection) and has taken appropriate steps to prevent the recurrence of the condition, the Agency will refrain from issuing a citation, even if the violative condition existed within the six-month limitations period during which OSHA is authorized to issue citations. Where a voluntary self-audit identifies a hazardous condition, and the employer promptly undertakes appropriate measures to correct the violative condition and to provide interim employee protection but has not completely corrected the violative condition when an OSHA inspection occurs, the Agency will treat the audit report as evidence of good faith, and not as evidence of a willful violation of the Act:

-**Willful violation of the Act** carries a fine of \$165,514 per violation.

-**Failure to Abate** carries a fine of \$16,550 per day beyond the abatement date.

-**Serious, Other-Than-Serious** Posting Requirements: \$16,550 per violation.

Note2*. 1 week refers to 5-business days that excludes weekends and federal holidays. Inspected parties will be given a verbal brief as to what is not in compliance with regulatory standards.

Note3. Areas of inspection will be the following:

1. Required Safety Training per regulations/policy (OSHA, EPA, Florida, Florida Tech etc....).
2. Chemical inventory (if applicable).
3. Workspace for safety compliance.
4. Medical Surveillance Program (if applicable).

The following Appendices are safety checklists carry that the minimum guidelines for safety. These checklists do not relief personnel from ensuring that all regulatory and state codes, and industry guidelines are followed. Personnel must check codes and guidelines to ensure that they're doing their due diligences in keeping up with standards.

Appendices are located on the following site:

<https://www.fit.edu/office-of-environmental-health-and-safety/workplace-inspection-program/>

Appendix A:

[Biological Safety Area Checklist](#)

Appendix B:

[Building Safety Area Checklist](#)

Appendix C:

[Chemistry and Life Science Safety Area Checklist](#)

Appendix D:

[Photonics and Laser Safety Area Checklist](#)

Appendix E:

[Radioactive Material Safety Area Checklist](#)

Appendix F:

[Shop and General Use Safety Area Checklist](#)

Appendix G:

[Pesticide Storage Area Checklist](#)

Appendix H:

[Gymnasium Area Safety Checklist](#)

Appendix I:

[Marina Area Safety Checklist](#)

Appendix J:

[Walking-Working Surface \(external\) Area Checklist](#)