REGULATORY REQUIREMENTS
WorkSafeBC requires the University to conduct regular inspections of workplaces at intervals that will prevent the development of unsafe working conditions. UVic is also required to conduct inspections of certain work areas or activities by other regulatory agencies. To meet these requirements, several groups on campus have a responsibility to carry out inspections under the following guidelines.

RESPONSIBLE GROUPS
I. Departments
Regular inspections are a departmental responsibility. Departments should initiate self-inspections of their own areas on the following schedule:

- Labs containing hazardous materials, twice per year
- Trades and technical shops, annually
- Commercial kitchens, annually
- Any other moderate to high hazard area, annually

For any departmental inspection, the employer (manager/supervisor) should invite employees who work in that area to participate. If the local safety committee has membership only from a single department (e.g. Library, FMGT, Visual Arts, etc.) then the committee can also initiate and complete the inspection following the same schedule.

II. Occupational Health, Safety & Environment
OHSE Consultants conduct specialized inspections that are required by regulation and/or University policy in research environments (e.g. biosafety, radiation safety, etc.). OHSE will also be working with departments to develop a more consistent approach to inspections in higher risk areas (e.g. labs) as well as conducting audits to complement self-inspections.

III. Local Safety Committees
Each LSC should complete an annual inspection of their building’s common areas including lobbies, hallways and stairwells. Key items include reviewing the locations of emergency exits, fire extinguishers, pull stations and assembly points.

Any visible building maintenance issues noted (e.g. damaged flooring, missing fire extinguishers, etc.) should be referred to Facilities Management for repair by contacting 7616 or facman@uvic.ca.

Other inspections carried out by the LSC (e.g. office areas) can be done at the committee’s discretion.

INSPECTION SUPPORT
OHSE Consultants are available to assist with departmental self-inspections, including the development of checklists and review of issues/questions arising from an inspection. Departments requiring additional support should contact their assigned Consultant for advice.