



TEEX 24.01.01.N0.05 Safety Inspections

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Next Scheduled Review: July 22, 2027

Summary

The Texas A&M Engineering Extension Service strives to protect the health and safety of its employees, students/participants, and visitors. Inspections are to ensure the safety of agency facility buildings, projects, and props. This policy in no way relieves TEEX employees from their duty of inspecting tools, vehicles, and other equipment operated prior to use.

Definitions

Inspection: A regularly scheduled, formalized and properly documented process of identifying hazards in the workplace. Inspections may be conducted by competent, qualified TEEX employees.

Fire and Life Safety Inspection: Inspections conducted at least annually by state licensed inspectors. The inspections look at a building's construction, its fire protection systems, and its operational features that provide safety from fire, smoke, and general notifications during emergencies.

Competent Person: A person who is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous, and who has authorization to take prompt corrective measures to eliminate them.

Qualified Person: A person who, by possession of a recognized degree, certificate, or professional standing, or who by extensive knowledge, training and experience, has successfully demonstrated his ability to solve or resolve problems relating to the subject matter, the work, or the project.

Ultimately, competency and qualification are jointly determined by the division director or his/her designee, and the TEEX Office of Environmental Health and Safety.

Requirements

1. GENERAL

- 1.1 In order to ensure the safety and health of its staff, students/participants, visitors, and the general public, TEEX shall establish, implement, and maintain a policy of performing safety inspections on buildings, projects, and props. Safety inspections performed on agency buildings, projects, and props will be documented. Documentation of safety inspections records will be retained in accordance with the Texas A&M University System Record Retention Policy.

2. RESPONSIBILITY

- 2.1 Employees performing safety inspections shall be a competent person or qualified person on the item(s) being inspected.
- 2.2 Safety inspections shall be performed on a regular scheduled basis by all divisions and units within TEEEX.
- 2.3 All divisions and units within TEEEX shall track all work requests submitted to Aggieworks or internal work orders submitted within divisions or units for repairs made to buildings, equipment and props (by TEEEX employees, external contractors, or SSC employees).
- 2.4 Tracking may be accomplished utilizing the Work Request Tracking feature in Aggieworks for worked performed by SSC, internal tracking software, or an internal tracking spreadsheet for work completed by divisions or units within TEEEX.
- 2.5 All work orders or work requests submitted for deficiencies found during inspections will be logged and tracked through completion. Internal tracking logs will be maintained by the division or unit in accordance with applicable TAMUS Record Retention Schedules.
- 2.6 Corrective actions (work order or in-house repair) for deficiencies found during Fire and Life Safety Inspections should be done as soon as feasible, but within a maximum of five business days. For corrections that require repairs outside of TEEEX, a work request to Aggieworks or an internal work request will be submitted and documented.
- 2.7 All work requests (both internal and external) for deficiencies found during Annual Fire and Life Safety Inspections will be documented in BIORAFT once the report is made available to divisions and units within TEEEX.
- 2.8 A representative from the TEEEX Office of Environmental Health and Safety or designee will be present during Annual Fire and Life Safety Inspections conducted at divisions and units within TEEEX.

QUALITY ASSURANCE MEASURES

The TEEEX Office Environmental Health and Safety will at a minimum, conduct periodic site visits verifying compliance with the with the TEEEX Inspection SAP.

Additionally, TEEEX EHS will monitor work orders submitted internally or to Aggieworks for corrections of items found during safety inspections by divisions and administrative units and during Fire and Life Safety Inspections conducted by TAMU EHS for completion.

Related Statutes, Policies, or Requirements

TAMU System Policy [21.01 Risk Management](#)

TAMU System Policy [24.01.01 Health and Safety](#)

TAMU System [Record Retention Schedule](#)

Office of Responsibility

For SAP clarification and interpretation contact
TEEX Office of Environmental Health and Safety
(979) 458-7755 or 979-458-6847