

NAU policy for Hazard Inspections and Vendor/Employee Hazard Communication

NAU performs Hazard inspections of all work involving disturbance, demolition, or removal of existing infrastructure or infrastructure components. These inspections are performed for the purpose of Hazard Communication to workers, to identify and mitigate workplace hazards, and to maintain compliance with applicable safety and environmental regulations.

Examples of hazards which might be identified include the following:

- Material hazards (asbestos, lead, PCB)
- Chemical hazards
- Electrical hazards
- Fall hazards
- Pinch points or entrapment hazards
- Compressed gasses or hazardous energy
- Biological Hazards
- Confined spaces
- Any other recognized workplace hazards

NAU Employees:

Hazard Inspections must be requested and completed prior to the start of work in order to ensure that all potential hazards are identified and communicated to workers, and that any necessary protective steps are taken. Hazard inspections may be requested by staff, supervisors, project managers, or any party involved in the work to be inspected. No signature is required from NAU employees.

Vendors:

Hazard inspections must be requested and completed and the resulting Hazard communication form(s) must be signed by the vendor prior to the start of work or issuance of a PO or other purchasing instrument. All work involving disturbance or impact to physical components of the campus must be inspected. Inspection requests are the responsibility of the Project Manager, but may be requested by the vendor or other involved parties.

Types of work or purchases which are exempt from the hazard inspection requirement include the following:

- Equipment or property purchases which do not include installation services.
- Purchases which involve labor, but which vendors/employees do not enter NAU property or leased spaces.
- Purchases involving labor that is not associated with physical impact to property. *Examples of this labor would include data entry; personnel interviews or meetings; or visual inspections which do not involve entry into NAU buildings, physical disturbance of building components, or contact with utilities or utility components.*

All other work must be inspected prior to issuance of a PO or the commencement of work.

Scope changes:

For work involving NAU staff or vendors, it is the responsibility of the requestor to ensure that the scope and location of work submitted for inspection be accurate and complete for the intended scope. Any changes in scope which change or expand the location, or which impact building components which were not included in the original inspection will render the initial inspection void until a supplemental inspection is requested and completed to ensure that no additional hazards have arisen.

Compliance:

Failure to complete or update the hazard inspection may result in hazard to workers or building occupants, or violate state and federal safety or environmental regulations. Non-compliance with NAU's hazard inspection policy may be addressed through NAU's system of progressive discipline, or through termination of associated PO's or contracts for service.

Resources:

EHS Worksite Hazard Inspection access: www.nau.edu/ehs

NAU Contracting and Purchasing Services Website: <https://in.nau.edu/contracting-purchasing-services/>