

Worksite Hazard Inspection Request User Guide – Requester Version

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SUMMARY:

The following document will provide details on the process of submitting and reviewing a **Worksite Hazard Inspection Request**. Job Hazard Assessment is the process of assessing a task for potential hazards so workers can be protected. Identifying hazards is necessary because safe work practices, training, or hazard controls can't be implemented without knowing what hazards are present.

[NAU HR policy 5.03 Safety](#) requires that supervisors maintain a safe work environment by identifying and assigning appropriate training, safe work practices, and equipment. The JHA process is the best way to ensure and document adherence to HR safety policy and OSHA worker safety requirements.

If you would like assistance assessing your task, you may request an EHS-Assisted Hazard assessment through the [Worksite Hazard Inspection Request](#) system. (Private and incognito browser window recommended.) The hazard inspection report will contain a summary of hazards which need to be addressed but may not include specific details for hazard prevention unless actual work practice plans are included in the submittal. EHS will then work with you to design appropriate hazard controls.

SERVICENOW PROCESSES:

After reviewing this document, the user will have an understanding on:

- Submitting a Worksite Hazard Inspection Request through ServiceNow

1. Submitting a Worksite Hazard Inspection Request

This section demonstrates how to submit a Worksite Hazard Inspection Request through ServiceNow Portal.

(*) Required Field

Submitter Information Section: (*)

Step 1: Click on the link below. Even if submitter is on campus, you must be logged in within VPN

[Worksite Hazard Inspection Request Form](#)

Once CAS authentication credentials are complete, the following page will appear.

The submitter information will populate based on the CAS credentials

- Requestor Information *

The diagram illustrates the process of submitting a Worksite Hazard Inspection Request. It shows two screenshots of the 'Worksite Hazard Inspection' form, connected by a large yellow arrow pointing downwards. The top screenshot shows the form with empty input fields for the 'Requestor Information' section. The bottom screenshot shows the same form with the fields populated with example data: 'Louie' for the first name, 'Lumberjack' for the last name, '555-123-1234' for the phone number, and 'Louie.Lumberjack@nau.edu' for the email address. A legend indicates that an asterisk (*) denotes a required field.

Worksite Hazard Inspection

Submit Hazard Inspection Requests

You must submit this hazard inspection request prior to disturbance of any building material in any facility on the Northern Arizona University campus. The material safety office will issue a inspection summary and Hazard communication form to the requestor. If hazardous materials or conditions are present, the form will indicate them and make recommendations to ensure the health and safety of employees performing the work and the building occupants. Hazard Inspections require advance notice. Please plan and schedule accordingly. For more information on inspection request turnaround times, please refer to the Hazards Inspections Timeframes guidelines.

* Indicates required

Requestor Information

* Requestor First Name

* Requestor Last Name

* Requestor Phone

* Requestor Email

Populated Form Data:

* Requestor First Name: Louie

* Requestor Last Name: Lumberjack

* Requestor Phone: 555-123-1234

* Requestor Email: Louie.Lumberjack@nau.edu

Step 2: Submittal Date

Date will default to submission date

Submittal Date
2026-09-08

Step 3: Affected Facility / Area Information Section:

Complete the following fields

- **Project Reference or Work Order Number ***
- **Project Name**

* Project Reference or Work Order Number
Project Name



* Project Reference or Work Order Number
F-11111111
Project Name
Lumberjack Project

- **Start Date ***

* Start Date
YYYY-MM-DD 



* Start Date
2026-09-30 

- Which of the following areas will be disturbed (Select all that apply)

Which of the following areas will be disturbed? (Select all that apply)

- ☐ Ceiling
- ☐ Wall
- ☐ Floor
- ☐ Mechanical System
- ☐ Exterior
- ☐ Roof
- ☐ Other



Which of the following areas will be disturbed? (Select all that apply)

- ☒ Ceiling
- ☐ Wall
- ☒ Floor
- ☒ Mechanical System
- ☐ Exterior
- ☐ Roof
- ☐ Other

- Who is performing the work? *

* Who is performing the work?

-- None --



-- None --

Contractor

NAU

- **Building Lookup ***

If “Non-building or off- campus related request” is not selected, select the Building Lookup

☐ Non-building or off-campus related request

* Building Lookup



* Building Lookup

 Campbell Hall (006)  

Building Number

006

Building Name

Campbell Hall

- **Location/Room Number included in scope of work ***

* Location/Room Number included in scope of work



Location/Room Number included in scope of work *

All apartments

- Describe in detail the nature of the work required *

* Describe in detail the nature of the work required



Describe in detail the nature of the work required *

A 2' x 2' drywall opening will be made in the unit to access the kitchen drain piping so NuFlow can repair the pipes.

- Describe any demolition of load bearing components *

* Describe any demolition of load bearing components



Describe any demolition of load bearing components *

NONE

Step 4: Review the Inspection Timeframes

Inspection Timeframes

Hazard inspection categories and turnaround times:

- In order to help requestors properly plan and schedule their projects, EH&S has developed the following inspection turnaround times based on the size and scope of inspection which is necessary. This is a determination made by the inspector, but will also help requestors determine how much time to allow for the inspections which they request.

Simple Inspection:

- This is an inspection whose scope is limited to a single discreet location and which may be completed using pre-existing material sample data already on file. Examples would be repairing a damaged building component or replacing a single fixture. Turnaround time: 2-3 business days

Simple Inspection with Testing:

- This inspection is of similar scope to a simple inspection, but the work will impact materials which have not previously been tested and sample collection and analysis is required before inspection results can be issued. Depending on the analysis type and how busy the lab is, normal turnaround times can vary but are usually roughly 5 business days for asbestos and lead analysis and up to 10 business days for PCB analysis. NAU does not have control over lab turnaround time but rush analysis may be requested (at additional cost to the requestor) and shorten this time to some extent. Turnaround time: 10-15 business days

Complex Inspection:

- This is an inspection for work whose scope addresses a larger number of locations within a building or an entire building (IE a partial or complete building remodel, utility upgrade, or replacement of a single component such as counter tops throughout the entirety of a building which has an inconsistent construction or remodeling history). This inspection process requires additional communication and consultation with the requestor to determine which materials will be impacted, often involves limited sampling and analysis, and is heavily reliant on the level of communication and detail provided by the requestor. These inspections must be completed in stages in order to allow completion of other inspection requests across campus. (Turnaround times for complex inspections are highly variable and on a case by case basis may range from 15 to more than 30 business days. These inspections are usually part of a larger project and should be requested and completed as part of the planning process once the final scope of work is determined. Inspections which are requested without adequate lead time may not be completed by the scheduled start date. Since there is a regulatory requirement to give hazard communication or eliminate known hazards BEFORE the start of work, delays in the inspection may require delaying the commencement of work in some instances).

Other Services:

- Once the inspection is completed, other services such as gathering bids for abatement and oversight, scheduling asbestos removal, performing re-inspections due to changes in scope or scale of work, inspection of newly discovered/previously hidden materials, and other services are handled on an as needed basis. Historically, the largest delay in these services is caused by lack of detail in the service request or approval process. Requestors should be prepared to give accurate information regarding any changes of scope, locations and square footages for any necessary removal, accurate start and finish dates for the necessary work, have firm dates or timeframes for receiving quotes, and firm timeframes for their approval and completion of the PO or purchasing approval process. Without these items, proper inspection, bidding and scheduling of any additional work is very difficult and is often needlessly delayed.

Step 5: Select Submit

Submit

Inspection Timeframes

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Submit

3. Example Emails within Lifecycle of Request

This section details email notifications within the lifecycle of the request

3A – INTIAL EMAIL SENT TO REQUESTOR ONCE SUBMISSION HAS BEEN SUCCESSFUL

Details
Hazardous Build... x



Environmental Health and Safety

Hello LouieLumberjack,
Your asbestos and hazardous materials inspection request has been submitted. Your inspection request information is provided below.

Project Reference/ Work Order #:	333344
Start date:	2026-08-08
Building number:	091
Building name:	Centennial
Location/Room number & Description of work	Test # 4
Nature of work	Test # 4
Required demolition	Test # 4

Northern Arizona University: Workplace Hazard Hazardous Building Material Inspection Summary

Inspection Request Phone: (528) 523-6435

Please allow up to two (2) weeks processing time for inspections requiring sample collection. This inspection does not waive the supervisor/contractor responsibility to provide adequate working training/ppe.

The requestor is responsible for submitting an inspection request with adequate time prior to commencing work to arrange and complete any necessary hazard abatement activities BEFORE other work begins. Inspection request form is located on the Engineering/Inspections website. Supervisors shall make this form or the information contained within it available for review by all employees present at the work site.

Ref:MSG21128980_XgBKxfYhnsTok1B7AJL

NAU ServiceNow Testing from naudemo

3B – INITIAL EMAIL SENT TO REQUESTOR ONCE SUBMISSION HAS BEEN SUCCESSFUL

Case CS0002102 opened on your behalf - Worksite Hazard Inspection - Louie Lumberjack - 333344


2026-07-21 07:25:57 AM

To: Mark Alan Niles

NAU ServiceNow Testing from naudemo

This email originally intended for: Mark.Niles@nau.edu


NORTHERN ARIZONA
UNIVERSITY

View [CS0002102](#) in the portal.

Description: The following fields have been provided:

Requestor First Name: Louie

Requestor Phone: 555-122-5555rrr

Requestor Last Name: Lumberjack

Requestor Email:

Submittal Date: 2026-07-21

Project Reference or Work Order Number: 333344

Project Name: Use Case # 4 - Do Not Approve Request

Who is performing the work? Contractor

Building Lookup: Centennial (091)

Building Number: 091

Building Name: Centennial

Start Date: 2026-08-08

Ceiling: Yes

Wall: Yes

Location/Room Number included in scope of work: Test # 4

Describe in detail the nature of the work required: Test # 4

Describe any demolition of load bearing components: Test # 4

If you wish to add comments/notes to this ticket, or if you need to respond to a comment - please reply to this email.

You can view your ServiceNow tickets by going to [NAU's ServiceNow Employee Service Center](#).

3C – INITIAL EMAIL SENT TO EH&S THAT A NEW REQUEST HAS BEEN SUBMITTED FOR REVIEW

View [CS0002187](#) in the portal.

Description: The following fields have been provided:

Requestor First Name: Scott

Requestor Phone: [REDACTED]

Requestor Last Name: Hally

Requestor Email: [REDACTED]

Submittal Date: 2026-07-23

Project Reference or Work Order Number: F-3456789

Project Name: Test case 3

Who is performing the work? Contractor

Building Lookup: Anthropology Laboratory (049)

Building Number: 049

Building Name: Anthropology Laboratory

Start Date: 2026-07-30

Ceiling: Yes

Wall: Yes

Floor: Yes

Mechanical System: Yes

Exterior: Yes

Roof: Yes

Other: Yes

Other Disturbed Area: test

Location/Room Number included in scope of work: test

Describe in detail the nature of the work required: test

Describe any demolition of load bearing components: test

If you wish to add comments/notes to this ticket, or if you need to respond to a comment - please reply to this email.

You can view your ServiceNow tickets by going to [NAU's ServiceNow Employee Service Center](#).

3D – EMAIL SENT TO REQUESTOR THAT THE REQUEST IS COMPLETE AND CLOSED

CS0002102 has been closed. If the issue is not resolved, please create a new case and do not reply to this email.

View [CS0002102](#) in the portal.

Resolution code: Solved

Resolution notes: Reviewed Request and completed all the necessary notes

Resolved: 2026-09-11 10:46:07 AM MST

Resolved by:

Closed: 2026-09-11 10:46:07 AM MST

Closed by:

Description: Description: The following fields have been provided:

Requestor First Name: Louie

Requestor Phone: 555-122-5555rrr

Requestor Last Name: Lumberjack

Requestor Email

Submittal Date: 2026-07-21

Project Reference or Work Order Number: 333344

Project Name: Use Case # 4 - Do Not Approve Request

Who is performing the work? Contractor

Building Lookup: Centennial (091)

Building Number: 091

Building Name: Centennial

Start Date: 2026-08-08

Ceiling: Yes

Wall: Yes

Location/Room Number included in scope of work: Test # 4

Describe in detail the nature of the work required: Test # 4

Describe any demolition of load bearing components: Test # 4

Comments / Special Requirements: Testing

Known / Assumed Hazards: Testing



Wall Materials

=====

Row 1:

Material Summary: Test

Asbestos: Trace

Lead: Pending

PCB: Yes

Silica: No

Special Work Controls: See Comments

Row 2:

Material Summary: Test 2

Asbestos: No

Lead: No

PCB: No

Silica: No

Special Work Controls: None

3E – EMAIL SENT TO REQUESTOR THAT THE REQUEST IS COMPLETE AND CLOSED**INCLUDED WORKSITE INSPECTION REPORT**

Worksite Hazard Inspection/Hazard Communication (FS-13) Results



2026-09-11 10:46:15 AM

To:

[Hide attachments](#)Worksite_Hazard_In... :


Environmental Health and Safety

Hello Louie Lumberjack,

Your worksite hazard inspection has been completed and closed. The reported findings, recommendations, and vendor acknowledgement form (if applicable) are attached to this email.

Additional inspection requests may be submitted via the [ServiceNow Employee Service portal](#).

If you have any questions, please contact the Material Safety Office at 928-523-6435

Worksite Hazard Inspection/Hazard Communication (FS-13)
Results

Requestor Information

Requestor First name	Requestor Last name	Requestor Email	Requestor Phone
Louie	Lumberjack	mark.niles@nau.edu	555-122-5555rrr

Project Information

Request Type	Project #	Project Name
Contractor	333344	Use Case # 4 - Do Not Approve Request

EXAMPLE OF WORKSITE HAZARD INSPECTION REPORT

of 4

Worksite Hazard Inspection/Hazard Communication (FS-13) Results

Requestor Information

Requestor First name	Requestor Last name	Requestor Email	Requestor Phone
Louie	Lumberjack	mark.niles@nau.edu	555-122-5555rrr

Project Information

Request Type	Project #	Project Name
Contractor	333344	Use Case # 4 - Do Not Approve Request
Start Date	Date of Request	
2026-08-08	2026-07-21	

Building Information

Building #	Building Name	Room/Area
091	Centennial	Test # 4

Disturbed Areas

Ceiling: ☒	Wall: ☒	Floor: ☐	Mechanical System: ☐
Exterior: ☐	Roof: ☐	Other: ☐	Other Disturbed Area: ☐



NAU Authorized EH&S Representative

First name

Louie

Last name

Lumberjack

Email

Louie.Lumberjack@nau.edu

INITIAL INSPECTION IS AT NO COST TO THE REQUESTOR. SAMPLE ANALYSIS AND PROJECT/ABATEMENT MANAGEMENT FEES MAY BE CHARGED, AT THE STANDARD RATE TO THE CLIENT DEPARTMENT OR

PROJECT

This inspection does not waive the supervisor/contractor responsibility to provide adequate worker training/ppe.

The Requestor is responsible for submitting an inspection request with adequate time prior to commencing work to arrange and complete any necessary hazard abatement activities BEFORE other work begins. Inspection request form is located on the Engineering/Inspections website. Supervisors shall make this form or the information contained within it available for review by all employee present at the work site.

Affected Facility / Area Information

Location/Room number included in scope of work:

Test # 4

Describe in detail the nature of the work required:

Test # 4

Describe any demolition of load bearing components:

Test # 4

Report Reviewed By

Certified Inspector

Louie Lumberjack

Date

2026-09-11 17:46:07

The purpose of this form is to notify Contractors and Subcontractors and their employees working at Northern Arizona University of known or anticipated workplace hazards. NAU maintains comprehensive material/safety inspections and safety programs for campus buildings. Test results and safety programs are available for review in the NAU offices of Material Safety or Environmental Health and Safety. The following known and assumed hazards have been identified to be present in the work area located in Building(s):

Building #
091

Building Name
Centennial

Room/Area
Test # 4



Known / Assumed Hazards

Testing

NAU is responsible for informing you of the presence of hazards in your project work area on the NAU campus. If you encounter any previously unidentified hazards, stop all work immediately and contact the NAU Project Manager or NAU Safety Official (928-523-6435). By law, Employers must provide adequate training and protection for employees who will be exposed to hazards including those in this notification. The responsible party signing below agrees that it is the responsibility of the Contractor or Subcontractor to be knowledgeable of and comply with all applicable local, state, and federal safety regulations, and with university policies related to

the hazards detailed in this form.

Your signature below acknowledges that you have received notice from NAU that hazardous materials or conditions are or may be present in your work area(s), NAU is responsible for informing you of the presence of hazards in your project work area on the NAU campus. If you encounter any previously unidentified hazards, stop all work immediately and contact the NAU Project Manager or NAU Safety Official (928-523-6435). Vendors must acknowledge that you agree to fully assume the responsibility for ensuring the safety of yourself and your employees, which includes ensuring that you comply with all applicable local, state, and federal laws, and with university policies governing hazardous materials or conditions.

Company Acknowledgement

Name of Responsible Party:

Title:

Signature

Date:



Hazardous Building Materials

Ceiling Materials

Material Summary	Asbestos	Lead	PCB	Silica	Special Work Controls
------------------	----------	------	-----	--------	-----------------------

Wall Materials

Material Summary	Asbestos	Lead	PCB	Silica	Special Work Controls
Test	trace	pending	yes	no	see_comments
Test 2	no	no	no	no	none

Flooring Materials

Material Summary	Asbestos	Lead	PCB	Silica	Special Work Controls
------------------	----------	------	-----	--------	-----------------------

Thermal System Insulation (TSI) Materials

Material Summary	Asbestos	Lead	PCB	Silica	Special Work Controls
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Other Materials

Material Summary	Asbestos	Lead	PCB	Silica	Special Work Controls
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Comments / Special Requirements

Testing

If any materials not listed above are scheduled for disturbance or are discovered to be in a disturbed state, contact the Material Safety Official at 928-523-6435 for guidance or a supplemental inspection before proceeding with any additional work.