

Board of Special Schools  
Fiscal Operational Procedures-  
Document No. FOP 2.13

## **I. POLICY**

It is the policy of the Louisiana School for the Deaf and the Louisiana School for the Visually Impaired (hereinafter referred to as the School) to safeguard employees, students, and visitors from the risks of injury by regularly inspecting the buildings and offices for safety and loss prevention hazards.

## **II. PURPOSE**

The inspections serve two basic functions:

1. to maintain a safe work, visiting, learning and living environment, while controlling unsafe actions of people and hazardous conditions;
2. to maintain operational efficiency.

## **III. AUTHORITY**

The inspections are made in compliance with Office of Risk Management, State Fire Marshal, Department of Health and Hospitals, and Department of Environmental Quality rules and regulations.

## **IV. APPLICABILITY**

1. Daily: All supervisors are responsible for inspecting their work areas to ensure that housekeeping, work tools and equipment, emergency routes, and safety procedures are adequate for the assigned tasks. These inspections should be informally performed daily as part of the supervisor's normal routine.
2. Quarterly: All buildings and office spaces on this campus will be formally inspected on at least a quarterly basis. The "Safety Inspection Checklist " (found on the Intranet under "forms, safety") will be completed and copied/retained as indicated on the form. The Checklist is a guide to performing inspections and reporting hazards. It addresses building, electrical and emergency equipment, fire safety, office safety and storage methods. At time of ORM, Loss Prevention Unit audit/review of the school's Safety Program, such Checklists must be available for viewing.
3. Bi-Annually and Annually: All buildings will be formally inspected by certified individuals and regulatory agencies with regards to life/safety issues, such as fire, health, and environmental regulations.

## **V. ROLE and RESPONSIBILITY**

1. Each department supervisor, or designee, will complete a quarterly inspection of assigned building(s) and office spaces using the Checklist from IV.2 above. These inspections afford a method for the supervisor, or designee, to inform higher level management of workplace hazards and through completion of a Maintenance Request work order, a method for repair/corrective action of workplace hazards.
2. In accordance with Act 413 of the 2009 Regular Session, the Operations Department will ensure bi-annual inspections of all fire safety and prevention equipment, including but not limited to, fire alarm and smoke detection devices, sprinkler systems, food service hood systems, and fire extinguishers. Inspections will be conducted twice per school year. The Operations Department will ensure that all necessary actions are taken by appropriate

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Form: Safety Inspection Checklist

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persons in a timely manner to assure that all such equipment is in good working order and meets the need for which it was intended. All inspections will be conducted by qualified certified contractors/individuals.

3. Regular inspections conducted by the State Fire Marshal's Office will determine compliance with fire safety regulations. Fire inspection reports are given to the School Operations Coordinator to have all items of non-compliance corrected.
4. Regular inspections conducted by the Office of Preventive and Public Health services will determine compliance with DHH health/safety regulations. School Plant Health Checklists are given to the School Operations Coordinator to have all items of non-compliance corrected.
5. Regular inspections conducted by the Department of Environmental Quality will determine compliance with DEQ environmental regulations with regards to the school's underground fuel/oil storage tanks and generated hazardous waste. Inspection reports are given to the School Operations Coordinator to have all items of non-compliance corrected.

## **VI. VIOLATION of POLICY**

The primary purpose of this policy is to determine any areas which pose safety or loss prevention hazards, therefore, all failures to comply with the requirements of this policy, and the overall Safety Inspection program (as outlined in Chapter III of the LSD Safety Manual) will be viewed as serious safety violations. As such, any employee failing to comply with this policy will be subject to disciplinary action, including the possibility of termination from employment.

## **VII. ADDITIONAL PROGRAM INFORMATION**

Additional information on the Safety Inspections Program is found in Chapter III of the LSD Safety Manual.

## **VIII. EMPLOYEE NOTIFICATION of POLICY**

This policy is posted on the School's Intranet Web Site for employee access. Supervisors, managers and Division Heads of the School are responsible for notifying their employees of this policy and providing a copy of this policy to those employees who do not have Intranet access.

## **IX. EXCEPTIONS to POLICY**

The Board Special Schools Superintendent may make exceptions to this policy whenever it is deemed to be appropriate and/or in the best interest of the School, except where in conflict with statutes or ORM/DEQ/DHH/State Fire Marshal requirements.

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Kevin Lemoine  
BSS Superintendent