9. **WORK AREA SAFETY & ENVIRONMENT INSPECTIONS**

Regular inspections of work areas and computer labs for compliance with safety and environmental criteria are an important part of the Department of Mathematics and Statistics’ Environment and Safety Program. The environment / safety inspection checklist is designed to aid workers in identifying areas that need attention.

**Inspection Schedule**
- 4 times per year for the first year for all offices
- 1 time per year if there are no significant issues raised in the first year of inspections

**Work Areas and Supervisors**

<table>
<thead>
<tr>
<th>Department of Mathematics and Statistics Work Area</th>
<th>Work Area Supervisor</th>
<th>Deputy Work Area</th>
<th>Location of EMS Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Office, Thomas Cherry &amp; Staff Tea Room</td>
<td>Dolla Boutros</td>
<td>Lisa Mifsud</td>
<td>General Office (G30)</td>
</tr>
<tr>
<td>I.T. &amp; Computer Labs (inc. 2nd floor)</td>
<td>Theo Pham</td>
<td>Jeff Briffa</td>
<td>Computer Room (G56)</td>
</tr>
<tr>
<td>Mathematics &amp; Statistics Learning Centre</td>
<td>Karen Baker</td>
<td>Deb King</td>
<td>Casual Tutors Room (G51)</td>
</tr>
<tr>
<td>Honours Rooms (inc. 222, 223), MUMS (G06)</td>
<td>Ken Sharpe</td>
<td>Jerry Koliha</td>
<td>General Office (G30)</td>
</tr>
<tr>
<td>Continuum Modelling</td>
<td>Steve Carnie</td>
<td>TBA</td>
<td>PFPC Room (G24)</td>
</tr>
<tr>
<td>Operations Research</td>
<td>Moshe Sniedovich</td>
<td>Heng-Soon Gan</td>
<td>Room 143</td>
</tr>
<tr>
<td>Stochastic Processes</td>
<td>Aihua Xia</td>
<td>Graham Hepworth</td>
<td>Photocopy Room (105)</td>
</tr>
<tr>
<td>Statistical Mechanics</td>
<td>Peter Forrester</td>
<td>Omar Foda</td>
<td>Statistical Mechanism Workroom (195)</td>
</tr>
<tr>
<td>Algebra Topology</td>
<td>Chuck Miller</td>
<td>David Coulson</td>
<td>General Office (G30)</td>
</tr>
<tr>
<td>Library</td>
<td>Alan Burns</td>
<td>Alan Burns</td>
<td>Library</td>
</tr>
</tbody>
</table>
Annual Work Area Environment and Safety Inspections: Procedure

1. The date of annual inspection deadlines are specified in the Department of Mathematics and Statistics Environment and Safety Manual / Website (Document Review Checklist)

2. The Chairman of the Environment and Safety Committee will e-mail all Work Area Supervisors two weeks in advance of the inspection deadline requesting them to hold a work area safety meeting, collectively fill out the inspection checklist, and file it in the work area safety folder. The current checklist to be used should be downloaded from the Department of Mathematics and Statistics Environment and Safety Website (Forms for Downloading)

3. The Chairman of the Environment and Safety Committee will ensure all work area records are checked one week after the inspection deadline to ensure inspection has been completed and documented

4. The Department of Mathematics and Statistics Environment and Safety Committee will report to the Head of Department (via Departmental Committee) on compliance.

Work Area Environment and Safety Inspection Checklist and Meeting: Procedure

1. The Work Area Supervisors complete the Work Area Environment and Safety Inspection checklist

2. Record details of any non-conformances or matters requiring action in the Actions Table on the checklist

3. Determine what corrective actions are required, designate someone to be responsible for ensuring actions are completed, and set a date for completion. (If any corrective action requires expertise or resources not available in the work area, it must be reported in writing to the Departmental Safety Officer for resolution)

4. Ensure that all corrective actions from the previous work area inspection are completed, or note progress on actions still outstanding

5. Discuss other relevant Environment, Health and Safety issues

6. File completed Checklist and any records/notes of other matters discussed in the Work Area Environment and Safety Folder

7. Notify Work Area personnel in writing of any changes to policy or procedures

Building Inspections

The annual building inspections are completed by a nominated academic representative, and it includes:

- the non-offices areas for Exit signs (are they illuminated),
- fire extinguishers (have they been inspected in the last six months as indicated by the responsible authority punching the tag), similarly for the "garden fire hoses"
- Is there any furniture or other material in the narrow hallways that would impede egress.
- Is everything generally in an orderly state.
- Check that the first aid box in the staff tearoom been checked at the beginning of each month.
- Check that the emergency intercom in the ground floor walkway works properly.
- Finally report to the Safety Officer on the outcome of the inspection.

(Note that the Library does not now come under this inspection and similarly other adjacent areas to the Richard Berry building or external operations controlled from there).

Due Date for Annual Work Area Inspections: EACH YEAR on the last Monday of OCTOBER

It is vital that there is follow up of actions for items identified in environment and safety meetings and inspections. It is recommended the checklist at the back of the WAS Inspection checklist form be used to ensure actions are completed.