

Name of Policy: Physical Environment Safety Rounds Policy Number: 3364-60-08 Approving Officer: EVP/CFO Responsible Agent: Director of Environmental Health and Radiation Safety Scope: All University of Toledo campuses		 Effective date: August 14, 2023 Original effective date: July 28, 2008	
Keywords:			
	New policy	X	Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

A physical environment safety rounds system shall be maintained on all university of Toledo campuses.

(B) Purpose of policy

To provide for the identification, tracking and correction of deficiencies in compliance with applicable codes, standards, policies and regulations that may present an unsafe environment for any person associated with any university of Toledo facility.

(C) Roles and responsibilities

(1) Format

The environmental safety rounds team shall consist of persons from the following departments:

- (a) Environmental health and radiation safety
- (b) Environmental services
- (c) Facilities maintenance

- (d) Department director or designee (responsible for the area being surveyed)
- (e) Infection control on the health science campus
- (f) Biomedical engineering

(2) Responsibility

The environmental health and radiation safety department is responsible for scheduling surveys at the university medical center, outpatient clinics and non-clinical building on the health science campus in a manner that assures coverage of the necessary areas when they are due for a survey. Clinical areas will be surveyed twice yearly. Non-clinical rounds on main campus are scheduled through plant operations.

Department chairmen/lab directors are responsible for the correction of all deficiencies and for providing appropriate documentation of such correction to the environmental health and radiation safety department.

The director of environmental health and radiation safety, or designee, is responsible for maintaining all surveillance activity documentation and for reporting the activities to the university of Toledo safety and health committee on a regular basis and to follow up on all uncorrected deficiencies.

(3) Documentation/reporting

The environmental health and radiation safety department shall record all deficiencies on a standard reporting form. Upon completion of the department survey, the environmental health and radiation safety department shall provide a report of each deficiency recorded via e-mail, or other means.

Following correction of the deficiency the department director/lab director shall document all corrective action via return e-mail declaring the deficiency corrected. The environmental health and radiation safety department will enter all information related to the deficiency and its correction into the database.

(4) Present structure

The structural and physical integrity of campus buildings, exteriors and grounds will be checked as a part of the preventive maintenance program by individuals designated by the director for facilities maintenance. Special emphasis will be placed on locating any defects (loose brick, roofing, broken walkways, trip hazards) which may pose a danger to staff, patients, visitors, students, and other personnel. Any defect located which constitutes a hazard will be appropriately identified and repaired in a timely manner.

The interior of all buildings will be inspected as a part of the preventive maintenance program by individuals designated by the associate vice president for facilities and construction. These inspections will be carried out in order to locate any physical or mechanical defects in the building or equipment which may pose a hazard to any person.

If employees notice a defect or unsafe situation, they should report it to their department head and/or the facilities maintenance work control center (419-530-1000), or complete an online maintenance work order request.

Approved by: Gregory Postel, MD President Date: June 24, 2026 Review/revision completed by: • <i>Director of Environmental Health and Radiation Safety</i>	Policies superseded by this policy: • <i>None</i> Original effective date: <i>July 28, 2008</i> Review/revision date: <i>September 23, 2011</i> <i>March 31, 2014</i> <i>July 28, 2017</i> <i>July 9, 2020</i> <i>August 14, 2023</i> <i>June 24, 2026</i> Next review date: <i>August 14, 2026</i> <i>June 24, 2029</i>
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