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Parent Policy: [Health, Safety, and Environment Policy](#)

Inspection and Maintenance Assignment of Accountability

Office of Administrative Responsibility:	Health, Safety and Environment
Approving Authority:	Associate Vice-President (Human Resources, Health, Safety and Environment)

Purpose

Inspections and maintenance programs are key activities for identifying Hazards and preventing Work Related Incidents, and are a legislated requirement. They are proactive activities designed to identify Hazards before they lead to incidents, and repair equipment and facilities before they fail or suffer from reduced functionality.

The purpose of this policy document is to identify, eliminate and control hazards through inspections and maintenance. Senior Administrators have the responsibility to ensure this is implemented in their respective Unit(s).

Definitions

The attached definitions table outlines the terms used in this policy document and any specific rules of interpretation that apply.

Scope

Compliance with this policy document extends to all academic staff, administrators, colleagues and support staff as outlined and defined in the *Recruitment Policy*; undergraduate, graduate, and Continuing Education students; postdoctoral fellows; emeriti members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Accountabilities

Inspection and maintenance programs involve Senior Administrators engaging and enabling Workers to conduct the following activities:

Inspections

- Develop and follow inspections schedules
- Conduct inspections to:
 - Identify hazards;
 - Evaluate the use and effectiveness of hazard controls and best practices;
 - Assess compliance with applicable legislation, standards, and manufacturers' specifications;
 - Complete an inspection form;
 - Recommend and implement corrective measures.

Maintenance Programs

- Develop and follow maintenance schedules based on manufacturers' specifications and best practices;
- Complete maintenance records.

Definitions Table

Any definitions listed here apply to this policy document only with no implied or intended institution-wide use. For clarity, defined terms listed here include grammatical variations thereof.	
Hazard	Is a situation, behaviour, condition or thing that may be dangerous to the environment and to the safety or health of the university community.
Senior Administrator	The Provost, Vice-Provost, President, Vice-President, Associate Vice President, Dean, Chair, Executive Director, and Director.
Unit	A designation used to denote academic and non-academic departments, faculties, schools, institutes, and centres at the University of Alberta.
Work Related Incident	An undesired, unplanned, or unexpected event that could or did result in an injury, illness, or damage to property or the environment (includes near misses).

Worker	A person engaged in an occupation (includes students, postdoctoral scholars, contractors, volunteers, etc.).
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Forms

- [Laboratory safety checklist](#)
- [Office inspection template](#)
- [Workshop inspection template](#)

Parent Policy Suite

- [Health, Safety, and Environment Policy](#)
- Inspection and Maintenance Assignment of Accountability
- Inspection and Maintenance Procedure

Related Policy Documents

- Hazard Identification, Assessment and Control Procedure
- [Maintenance Request Procedure](#)

Related Links

- There are no related links for this policy document.

History

- November 16, 2015 Approved.
- March 23, 2025 Editorial amendment. Formatting, office name and links.

*For questions surrounding policy document interpretation or implementation,
please contact the Office of Administrative Responsibility.*

The official version of this document may be obtained from <https://www.ualberta.ca/policies-procedures/index.html>