



University Students' Council of the University of Western Ontario **PRE-USE INSPECTION POLICY**

EFFECTIVE: 10th March 2017

SUPERSEDES: 15th November 2011

AUTHORITY: Chief Operating Officer

RATIFIED BY: Board of Directors

10th March 2017

RELATED DOCUMENTS:

- Appendix: Equipment List

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PURPOSE:

The purpose of this document is to ensure equipment is safe to use before it is relied upon.

1.00 SCOPE

1.01 This policy applies to all USC employees and volunteers.

2.00 RESPONSIBILITIES

2.01 A pre-use inspection must be made according to the list in the appendix of,

- (1) equipment;
- (2) frequency of inspection, in addition to before its first use; and,
- (3) responsibility to inspect.

2.02 Managers will

- (1) Keep records of inspections; and,
- (2) Use an inspection reporting form that includes the following information:
 - i. Equipment inspected;
 - ii. Inspectors signature or initials;
 - iii. Date of inspection;
 - iv. List of components to be inspected and the minimum standard expected;
 - v. Description of any hazards discovered; and,
 - vi. Recommendations for corrective action.

3.00 PROCEDURES



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3.01 Equipment-specific inspection procedures will be kept by managers.

4.00 COMMUNICATION

4.01 This policy will be explained as needed to workers through orientation health & safety training or task-specific training.

5.00 EVALUATION

5.01 This policy will be evaluated on an annual basis through the Continuous Improvement Plan.