



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

**EFFECTIVE:** 15<sup>th</sup> November 2011

**SUPERSEDES:** None

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**AUTHORITY:** Chief Operating Officer

**RATIFIED BY:** Board of Directors  
15<sup>th</sup> NOVEMBER 2011

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**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**

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



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**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.