

XIV. AUDITS

- A. Laboratory supervisors should perform routine safety inspections to ensure the continuing day-to-day effectiveness of safety practices and procedures.
- B. The EHSO will perform periodic laboratory inspections to assist laboratories in complying with federal and state environmental rules and regulations.
- C. When a violation occurs, every effort will be taken as appropriate to correct the condition immediately, such as providing appropriate signage or labels.
- D. Where immediate correction cannot or will not be performed, the following steps will be taken.
 - 1. **Notification to Employee and Immediate Supervisor** - Upon verification of an infraction, the Environmental Health and Safety Officer will notify the employee and supervisor of the nature of the violation with an explanation of the significance of the violation.
 - 2. **Conference with Employee and Supervisor** - If the employee continues to violate the rules, a meeting will be called with the employee, supervisor, and the EHSO. Procedures will be developed to resolve the violation. If the issue cannot be resolved, the EHSO will initiate the action as defined in paragraph 3.
 - 3. **Notification of the Department Chair and/or Dean** - If the situation causing the violation cannot be resolved or no apparent attempt to correct the previously identified violation(s) is/are indicated, the Department Chair and/or Dean may be notified. If an agreement resolving the situation cannot be reached, the EHSO will initiate the action as identified in paragraph 4.
 - 4. **Notification of the Director of Compliance** - When the issue cannot be resolved through the previous steps, or when the employee has committed a major offense, the EHSO will notify the Director of Compliance.
 - 5. At any point in this process, disciplinary procedures should follow the Positive Discipline protocol outlined in the Staff Handbook and/or the Ethics in Research procedures published in the *OU Faculty Handbook*.