PURDUE UNIVERSITY

Integrated Safety Plan Self-Audit

The Integrated Safety Plan (ISP) is Radiological and Environmental Management's (REM's) strategic goal to promote safety and compliance throughout the campus community. Our goal is to have every employee represented by a Certified Safety Program. The desired outcomes of the ISP are to:

1. Integrate environmental health and safety into Purdue's learning, discovery, and engagement mission
2. Promote individual accountability for safety and regulatory compliance
3. Ensure a proactive system is in place to address environmental health and safety issues
4. Improve the level and consistency of regulatory compliance
5. Reduce employee injury rates through timely and effective communication and training

As a reward for participation, a **Certified Safety Program** will be indemnified from environmental health and safety regulatory fines as long as they continue to act in good faith. Certification renewal is required annually. Integrated Safety Plan certification includes at least the following elements:

1. Developing an area safety committee
2. Establishing communication channels for safety issues
3. Demonstrating upper administrative support for safety
4. Conducting self-audits for labs, shops, conference rooms, etc. (within 6 months of the audit date)
5. Abating deficiencies found during the self-audit
6. Successfully completing a REM safety program audit

The **Self-Audit Checklist** is a tool to evaluate safety and compliance in your area. A checklist is required for all building spaces assigned to or under control of the unit being certified. Please adhere to the following guidelines when completing the self-audit.

- The person completing the self-audit should be knowledgeable about the operations in the space and have the authority to affect positive changes. Appropriate persons include the PI, supervisor, lab manager, or shop manager, and designated staff member or research student.
- Answer all questions unless otherwise instructed you may move on.
    - The first question in most sections is intended to identify the section's applicability; If you check "N" (no) you will usually be instructed to move to another section.
    - In an applicable section, "Y" (yes) usually indicate you are doing well, an "N" (no) answer usually indicates a need for improvement or lack of compliance.
    - "NA" (not applicable) is available for questions that are not relevant to your circumstances.
- The PI or supervisor must sign and date the last page of the audit form to affirm the following:
    - Their responsibility for the area
    - They have reviewed the self-audit
    - Any deficiencies identified will be corrected in a timely manner
- Ensure Self-Audit Checklists submitted for REM review have been completed within six (6) months of the certification audit date.

If you have any questions about the self-audit, certifying your safety program, or ISP, contact any of the ISP team leaders listed on the following page.

REM Safety Representatives

Name	Title	Telephone	Email
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Integrated Safety Plan Self-Audit Checklist

Date of Audit: _____ **Person Completing Audit:** _____

Building/Room(s): _____ **PI or Supervisor:** _____

Type of Room or Area:

If this self-audit is for computer labs, offices, or communal areas (e.g. kitchenette, conference room) that do not involve the handling of, use of, or exposure to hazardous chemicals, equipment, machinery, animals, or biological agents you may stop after completing section 7. If you are not sure about the area contact someone from your safety committee or a REM ISP representative.

☐ **Laboratory** ☐ **Shop** ☐ **Offices** ☐ **Common** ☐ **Computer** ☐ **Storage**
☐ **Other:** _____

Please do not edit or delete any sections. The PI must sign and date last page.

1. Emergency Preparedness and Fire Protection	Y	N	NA
1.1 Are all employees familiar with the general emergency procedures listed below:			
• Cease operations (contain and control if it can be done safely) and leave the area • Evacuate others by verbal command and/or activating the fire alarm • Call 911 and be available to emergency responders if you have knowledge of the emergency and area			
1.2 Are all employees familiar with site specific emergency procedures? (Special and unique hazards have been identified and post evacuation or shelter procedures been developed)			
1.3 Has a copy of the Building Emergency Plan or a link to its electronic version been distributed to all employees?			
1.4 Are fire extinguishers unobstructed?			
1.5 Are exits identified when not immediately apparent?			
1.6 Are materials stored at least 18 inches below sprinkler heads **or** at least 24 inches below ceiling in non-sprinkler areas?			
1.7 Are fire doors kept closed, unless designed to self-close when the fire alarm is triggered?			

2. Housekeeping	Y	N	NA
2.1 Are aisles clear in offices, high traffic, and high hazard areas?			
2.2 Are doorways and hallways free of obstructions to allow for clear visibility and exit?			
2.3 Are floors free of oil, grease, liquids, broken and uneven surfaces, or sharp objects?			
2.4 Is this area uncluttered (i.e. there is minimal storage of combustible materials and emergency egress is not impeded)?			
2.5 Are aisles or walkways near moving or operating machinery and welding operations arranged so employees will not be subjected to hazards?			
2.6 Is trash (e.g. sharps, used toner, empty chemical containers, and broken glass) put into proper containers for disposal?			
2.7 Are heavier items stored on lower and middle shelves of storage rooms and cabinets?			
2.8 Is material stored in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?			

3. General Electrical Safety (Electrical Safety Program)	Y	N	NA
3.1 Are electrical cords in good condition?			
3.2 Is the ground pin securely in place on three pin wire plugs?			
3.3 Are multi-outlet devices (e.g. power strip, surge protector) equipped with a circuit breaker or fuse limiting them to 15 amps?			
3.4 Are extension cords for temporary use only and rated for the equipment being powered?			
3.5 Are extension cords and/or multi-outlet devices not connected in series?			
3.6 Are electrical outlets properly loaded and/or proper strain relief provided for suspended wiring?			
3.7 Are ground fault circuit interrupter outlets used within 5 feet of kitchenette and bathroom sinks, or other wet operations?			
3.8 Are all wires insulated; wire connections and junction boxes covered; knockouts in place; and panels locked?			

4. Step Stool and Ladder Safety	Y	N	NA
4.1 Are step stools, rolling stairs, ladders, or rolling ladders used?			
If you answered "No" to question 4.1, you may skip to section 5.			
4.2 Are they in good condition with safety labeling in place?			
4.3 Are wood ladders free of opaque coverings?			
4.4 Are there non-slip feet on the base of ladders and step stools?			
4.5 Are ladders stored so they are stable and secure from falling or sliding?			

5. Shipping Chemical and Biological Material	Y	N	NA
5.1 Do any employees ship materials using dry ice; lab chemicals (including samples); diagnostic specimens; biological agents; radioactive materials; lithium or other rechargeable batteries; or items that contain hazardous materials off-site? *(Applies to all who load, unload, select, fill, label, and prepare paperwork or sign for packages or shipping containers.)*			
If you answered "No" to question 5.1, you may skip to section 6.			
5.2 Did REM determine that U.S. Department of Transportation Shipping Hazardous Materials training is required?			
5.3 If training is required by REM, do employees receive initial and refresher training at least every two years?			

6. Personal Protective Equipment (PPE) Policy	Y	N	NA
6.1 Are all PIs, supervisors, and employees familiar with and have access to the PPE Policy?			
6.2 Has a hazard assessment been performed by task or position/title or location?			
6.3 Has PI/supervisor completed and signed a task or position/title or location Hazard Assessment Certification?			
6.4 Are hazard assessment certifications readily available to all employees?			
6.5 Is there unobstructed access to eyewashes and safety showers where a chemical splash could occur?			
6.6 Are eyewash units flushed weekly to verify flow and remove sediment?			
6.7 Are there any recognized hazards (e.g. chemical, biological, radiological, machinery, electrical, laser, working from heights, heat, cold, stored mechanical energy, flying debris, falling objects, etc.) that require PPE?			
If you answered "No" to question 6.7, you may skip to section 7			
6.8 Have employees been trained on the correct use, care, donning, doffing, and limitations of PPE for tasks/assignments?			
6.9 Are PPE training records for each employee available for review? Certification of Training			

Either ***Hazard Communication Program*** (section 7) or ***Chemical Hygiene Plan*** (section 8) chemical safety training is required for **all employees**. Chemical exposure and use determines which. Chemical Hygiene Plan (CHP) training is required for those involved in *"laboratory use of hazardous chemicals"* (or working in areas assigned, intended, or planning for such use). Some areas may have Hazard Communication Program trained employees as well as Chemical Hygiene Plan trained employees working in them. If you are unsure which training is required, visit the links below or contact REM for assistance.

- **Hazard Communication Program** – https://www.purdue.edu/ehps/rem/laboratory/HazMat/hazcom.html
- **Chemical Hygiene Plan** – https://www.purdue.edu/ehps/rem/laboratory/HazMat/CHP.html

APPLICABILITY: Which chemical safety training do employees working in this area receive?

☐ **Hazard Communication Program** *(complete section 7)*
☐ **Chemical Hygiene Plan** *(complete section 8)*
☐ **Both** *(complete sections 7 and 8)*

7. Hazard Communication Program (a.k.a. HazCom or Right-to-Know)	Y	N	NA
7.1 Is initial HazCom training provided and documented with the Hazard Communication Training Attendance Record (Appendix VIII) by the designated trained individual (DTI)?			
7.2 Are chemicals (e.g. correction fluid, pens, cleaners, furniture polish, cutting oil, paint, etc.) used or stored?			
If you answered "No" to question 7.2, you may skip section 8 if CHP training is not applicable.			
7.3 Do all containers have complete and legible labels?			
7.4 Is this an office or administrative area where all chemical use is for the purposes intended by the manufacturer?			
If you answered "Yes" to question 7.4, you may skip section 8 if CHP training is not applicable.			
7.5 Is a Safety Data Sheet (SDS) for every chemical readily available to all employees?			
7.6 Do you have a current Chemical Inventory (Appendix III) that is updated at least annually?			
7.7 Do employees whose job require significant use and exposure to chemicals receive refresher training that is documented with Appendix VIII annually and when new physical or health hazards are introduced?			
7.8 Is the Hazard Communication Program readily available with the Hazard Communication Program Implementation document (Appendix IV) maintained inside?			

8. Chemical Hygiene Plan (CHP)	Y	N	NA
8.1 Do all employees receive lab-specific CHP training and have access to their lab-specific CHP?			
8.2 Is lab-specific CHP training documented by one of the methods below? [Lab-Specific Training Certification form] **– OR –** [Lab-specific SOPs **and** Lab Safety Fundamentals online training]			
8.3 Is a Laboratory Door Posting with emergency contacts and document locations posted outside all laboratory doors?			
8.4 Are chemical containers appropriate and in good condition; clean; labeled; and closed tightly when not in use?			
8.5 Is a key/legend prominently posted or readily available for labels using abbreviations or formulas?			
8.6 Are chemicals stored orderly and incompatibles segregated by hazard, distance, or secondary containment?			
8.7 Are chemicals stored off the floor and away from traffic areas?			

This Section is Continued on the Next Page

8.8 Are flammable liquids in excess of 10 gallons stored in safety cans or flammable storage cabinets?			
8.9 Are all volatile toxic and/or flammable material manipulations done in a properly working fume hood that is tested annually?			
8.10 Are gas cylinders and associated tubing and fittings properly secured?			
8.11 Is contaminated protective clothing properly disposed of or laundered? *(Do not take contaminated clothing home.)*			

9. Mercury Reduction Policy	**Y**	**N**	**NA**
9.1 Does this location have or use elemental mercury in thermometers, devices, or other apparatus?			
If you answered "No" to question 9.1, you may skip to section 10.			
9.2 Are you familiar with the Purdue University Chemical Management Committee (CMC) Mercury Reduction Policy?			

10. Biological Hazards (Non-Laboratory): Bloodborne Pathogen Exposure Control Plan	**Y**	**N**	**NA**
10.1 Do employees have the potential to be exposed human blood or human bodily fluids?			
If you answered "No" to question 10.1, you may skip to section 11.			
10.2 Are these employees given annual required Blood Borne Pathogen Training?			

11. Biological Hazards (Laboratory): Biological Safety Manual	**Y**	**N**	**NA**
11.1 Are biohazardous agents (those that can cause disease or illness) used in the laboratory?			
If you answered "No" to question 11.1, you may skip to section 12.			
11.2 Have employees been notified of specific handling procedures associated with biohazards used in their work area?			
11.3 Do laboratory employees know what to do in the event of a biohazard exposure (puncture, cut, splash, or inhalation)?			
11.4 Are all biologically hazardous materials secured from unauthorized use or removal?			

12. Waste (Non-Radioactive): Hazardous Waste Disposal Guidelines	**Y**	**N**	**NA**
12.1 Does this location generate or store any of the waste streams in the table below?			

Hazardous	Biological	Universal	Electronic (E-Waste)
Liquid, gas, or solid waste exhibiting ignitability, corrosivity, reactivity, or toxicity; or EPA listed as "Hazardous"; Capacitors and electrical ballasts (PCB and non-PCB); pesticides; broken batteries	Biological agents capable of self-replication and have the capacity to produce deleterious effects upon biological organisms. Material containing or contaminated by the above.	**Batteries (Non-Alkaline):** Lead-acid and rechargeable (NiMH, NiCad, Lithium, Mercury, and etc.) **Bulbs/Lamps (Non-Incandescent):** Fluorescent; high-Intensity discharge; ultraviolet, flood lamps	Circuit boards Computers Display devices Electronic components Electronic devices

If you answered "No" to question 12.1, you may skip to section 13.			
12.2 Are containers appropriate; clean; leak-proof; safe for transportation; and labeled and closed tightly when not in use?			
12.3 Are sharps collected and handled per the Sharps and Infectious Waste: Handling and Disposal Guidelines (SIWHDG)?			
12.4 Are hazardous waste containers labeled with the words "HAZARDOUS WASTE" (written, label, or disposal tag)?			
12.5 Do hazardous waste container labels list constituents by percent when full?			
12.6 Is hazardous waste stored at or near the point of generation and under the control of the person generating it?			
12.7 Are incompatible wastes segregated by hazard, distance, or secondary containment?			
12.8 Are LC and HPLC waste containers fitted with engineered caps or lids to prevent organic solvents from evaporating?			
12.9 Is the volume of hazardous waste stored less than 55 gallons or 1 quart of acutely toxic waste?			
12.10 Is a Hazardous Material Pickup Request form submitted to REM in a timely manner for hazardous waste disposal?			
12.11 Is biological waste contained and managed per the Biological Safety Manual and SIWHDG?			
12.12 Is a Bio-Materials Pick-Up and Treatment Certification form completed to certify proper biological waste treatment?			
12.13 Is there a centralized collection area for universal waste collection?			
12.14 Is all e-waste sent to Purdue Warehouse and Surplus to be processed for recycling?			
12.15 Does this location practice waste minimization?			

13. Radiation Safety: Radiation Safety Manual	**Y**	**N**	**NA**
13.1 Does area have radioactive material (sealed or unsealed sources), or radiation-producing equipment?			
If you answered "No" to question 13.1, you may skip to section 14.			
13.2 Has the project been approved by the campus Radiation Safety Committee?			
13.3 Do employees using radioactive material or radiation producing equipment meet radiation safety training requirements?			
13.4 Is the laboratory door posted for radioactive materials use or radiation producing equipment?			
13.5 Are all containers of radioactive materials and wastes properly labeled and secured from unauthorized use or removal?			
13.6 Are eating and drinking policies followed as designated by the room classification sticker posted on the door?			
13.7 Are radioactive material use records, contamination surveys, and inventory updated and maintained for inspection?			
13.8 Are work surfaces covered with absorbent paper or are trays used for unsealed sources (i.e. liquids, powders, etc.)?			

14. Laser Safety: Laser Safety Guidelines	Y	N	NA
14.1 Does this area have or use Class 3B or 4 lasers?			
If you answered "No" to question 14.1, you may skip to section 15.			
14.2 Have all Class 3B or 4 laser projects been approved by the campus Laser Safety Officer?			
14.3 Are laser use areas identified by the proper signage per ANSI Z136.1?			
14.4 Do employees associated with the laser meet the laser safety training requirements?			
14.5 Are required SOPs written and accessible to authorized laser users?			
14.6 Is the laser beam path entirely enclosed (i.e. absolutely no portion is exposed)?			
If you answered "Yes" to question 14.6, you may skip to section 15.			
14.7 Are laser beams appropriately terminated and confined to a defined and controlled Nominal Hazard Zone (NHZ)?			
14.8 Is the appropriate Laser Safety Eyewear available, in good shape, and always used by employees within the NHZ?			

15. Electrical Safety for Electrical Workers	Y	N	NA
15.1 Is electrical work performed that could expose employees to energized parts over 50 volts?			
If you answered "No" to question 15.1, you may skip to section 16.			
15.2 Are employees trained in accordance with applicable OSHA and NFPA 70E electrical safety-related work practices?			

16. Hearing Conservation Program	Y	N	NA
16.1 Are employees exposed to any high noise levels?			
If you answered "No" to question 16.1, you may skip to section 17.			
16.2 Did REM determined that the noise exposure requires employees to enroll in the Hearing Conservation Program?			
If training is required by REM …			
16.3 Do employees undergo an annual audiogram?			
16.4 Do employees receive annual hearing conservation training?			
16.5 Is adequate hearing protection available to employees?			
16.6 Is hearing protection worn where needed?			
16.7 Are high noise areas, equipment, and machinery posted with warning signs or labels?			

17. Respiratory Protection Program	Y	N	NA
17.1 Are there respiratory hazards (harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors) not mitigated by engineering controls?			
If you answered "No" to question 17.1, you may skip to section 18.			
17.2 Did REM determine that respiratory hazards requires employees to enroll in the Respiratory Protection Program?			
17.3 If enrollment is required by REM, do employees receive a medical exam and a respirator fit test annually?			

18. Fall Protection	Y	N	NA
18.1 Do employees work 4 feet or more above unguarded walking surfaces?			
If you answered "No" to question 18.1, you may skip to section 19.			
18.2 Have those employees been trained in fall protection requirements?			
18.3 Is fall protection equipment available and inspected prior to each use?			

19. Confined Space Safety	Y	N	NA
19.1 Is a confined space (e.g. tank, silo, manhole) or access to one present in this area **and/or** do employees enter confined spaces during the course of their work in this or any other areas?			
If you answered "No" to question 19.1, you may skip to section 20.			
19.2 Have employees with access to confined spaces completed Confined Space Awareness Training?			
19.3 Have employees and their supervisors who enter confined spaces received Confined Space Entry Training from REM?			
19.4 Can employees classify confined spaces and identify conditions that change a space to a permit-required confined space?			
19.5 Are employees familiar with pre-entry procedures and do they follow them, including atmospheric testing when required?			
19.6 Are appropriate safe-guards, such as attendants or physical barriers used for manholes and street openings?			
19.7 Is all necessary safety equipment (e.g. testing, monitoring, rescue and retrieval, communication, and/or personal protective equipment) available, properly used, and maintained?			
19.8 Do employees enter permit-required confined spaces?			
If you answered "No" to question 19.8, you may skip to section 20.			
19.9 Is a list of permit-required confined space locations available that identifies each location's hazards?			
19.10 Is the permit system outlined in Purdue's Confined Space Program used properly?			

20. Pesticide Safety	Y	N	NA
20.1 Do any employees work at a farm, forest, nursery, or greenhouse where they may be exposed to or handle ***agricultural use pesticides*** (i.e. label has an "Agricultural Use Requirement" statement in the directions or application section)?			
If you answered "No" to question 20.1, you may skip to section 21.			
20.2 Have those employees received appropriate Worker Protection Standard (WPS) training within the last year?			

21. Equipment and Machinery Safety **(Includes equipment or machines in any location, including laboratories, that has electrical, mechanical, hydraulic, pneumatic, chemical, thermal, or other energy sources that can be hazardous to workers)**	Y	N	NA
21.1 Is there equipment or machinery located and operated in this area?			
If you answered "No" to question 21.1, you may skip to section 22.			
21.2 Do employees use the equipment or machinery?			
21.3 Do all employees allowed to use the equipment or machinery have proper training?			
21.4 Does all equipment or machinery have safeguards (i.e. covers, guards, shields, interlocks, screens, etc.) in place?			
21.5 Do the safeguards prevent hands, arms, and other body parts from making contact with dangerous moving parts?			
21.6 Do the safeguards permit safe and comfortable operation of the machine?			
21.7 Are the safeguards secured to prevent movement during operation?			
21.8 Can machines be serviced (cleaned and oiled) without removing the safeguards?			
21.9 Do users wear the appropriate PPE with no loose fitting clothing, hair, or jewelry where required?			

22. Control of Hazardous Energy Program (Lockout/Tagout)	Y	N	NA
22.1 Are any employees exposed to equipment or machinery while maintenance or service is performed **OR** authorized to maintain or service equipment or machinery?			
If you answered "No" to question 22.1, you may skip to section 23.			
22.2 Do exposed employees receive ***Affected Employee*** Lockout/Tagout training?			
22.3 Do authorized employees receive ***Authorized Employee*** Lockout/Tagout training?			
22.4 Do authorized employees have written procedures for isolating each piece of equipment or machinery they maintain or service from all energy sources?			
22.5 Do authorized employees maintain line of sight with the equipment or machinery while it is unplugged or use Lockout/Tagout devices, tags, and locks suitable for all the equipment or machinery they maintain or service?			
22.6 Are all other program requirements followed to secure energized equipment or machinery during maintenance and service?			

23. Powered Industrial Trucks (a.k.a. Fork Lifts or Powered Pallet Jacks)	Y	N	NA
23.1 Do students or employees operate, work in, or work on powered industrial trucks?			
If you answered "No" to question 23.1, you may skip to section 24.			
23.2 Have all operators successfully completed a formal instruction course and driver evaluation?			
23.3 Do all operators have current certificates and/or wallet cards?			
23.4 Are powered industrial trucks inspected before use or each shift?			
23.5 Are inspection records maintained on site and accessible for review?			
23.6 Is there an area designated for fueling or charging powered industrial trucks?			

24. Heavy Equipment and Agricultural Equipment Safety	Y	N	NA
24.1 Do students or employees operate, work in, or work on heavy equipment (e.g. backhoes, skid steers, front loaders, etc.) or agricultural equipment (e.g. tractors, harvesters, implements, etc.)?			
If you answered "No" to question 24.1, you may skip to section 25.			
24.2 Are all operators and others properly trained based on the manufacturer's operator's manual and standard best practices?			
24.3 Are all operators trained in the proper use of Roll-Over Protection Structures (ROPS)?			
24.4 Do all operators inspect and use the required safety devices and guards located on the specific equipment in use?			

25. Aerial Work Platform (AWP) Safety	Y	N	NA
25.1 Do students or employees operate, work in, or work on AWPs or lifts (e.g. cherry picker, scissor lift, or boom lift)?			
If you answered "No" to question 25.1, you may skip to section 26.			
25.2 Have operators and others completed a general training course including inspection, application, and the recognition and avoidance of hazards associated with the AWP?			
25.3 Do operators receive AWP model-specific familiarization on the particular model they will be operating?			
25.4 Is training and inspection documentation retained for operators and others?			
25.5 When "Fall Protection" is required for AWP operation, is the operator and others properly trained and equipped?			

26. Refrigerant Regulations Compliance Program (CFC Compliance)	Y	N	NA
26.1 Are refrigerants, ozone depleting substances, or Chlorofluorocarbons (CFC) used, dispensed, stored, or reclaimed?			
If you answered "No" to question 26.1, you may skip to section 27.			
26.2 Has REM's Hazardous Materials section been contacted to determine if Refrigerant Regulations Compliance Program requirements are being met?			

27. Physical Facilities Safety Requirements	Y	N	NA
27.1 Are you part of a Physical Facilities department?			
If you answered "No" to question 27.1, you may ignore the following questions in this section.			
27.2 Did each supervisor complete do the required minimum number of safety observations each week?			
27.3 Are safety observations kept by department and reported to their director quarterly?			
27.4 Are 100% of accidents and injuries investigated with appropriate corrective action taken?			

Add comments and responsible individual's signature below.

Comments:

PI or Supervisor: I am in charge of operations in and/or personnel using the space(s) indicated. I affirm that this self-audit was completed by someone that works in the space(s) and is knowledgeable about operations therein. I agree to correct deficiencies in a timely manner.

Signature: _____ Date: _____