

# Integrated Safety Plan

## Self-Audit Instructions and Explanations

[The Integrated Safety Plan \(ISP\)](#) is 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:

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

**A Certified Safety Program** will achieve the desired outcomes of the ISP and as a reward for participation; the department will be indemnified from environmental health and safety regulatory fines as long as they continue to act in good faith. Certification of the safety program is subject to annual review and recertification. Required elements for safety certification under the Integrated Safety Plan include:

1. Developing an area safety committee
2. Establishing communication channels for safety issues
3. Demonstrating upper administrative support for safety
4. Conducting a self-audit for each area, laboratory, shop, etc.
5. Abating deficiencies found during the self-audit
6. Successfully completing a REM safety program audit or "walk-through"

The **self-audit** is a tool to broadly evaluate safety and compliance of your area. It is a required element for safety program certification under the Integrated Safety Plan. Please adhere to the following guidelines when completing the self-audit.

1. The person completing the self-audit should be knowledgeable about the operations of the particular area and have the authority to effect positive changes, if needed. Appropriate persons to complete the self-audit may include the PI, supervisor, lab, or shop manager, designated research student, or designated staff member.
2. The self-audit is designed to help identify areas where improvement is needed. You are on the honor system when completing the form. This is REM's way of affirming the importance of personal responsibility.
  - a. The first question of each section helps identify applicability. Answer "no" (N) to the first question of a section and the form will likely instruct you to jump to the next section.
  - b. The rest of the questions are structured to self-indicate improvement needs. Honestly answer "yes" (Y), you're doing fine. Answer "no" (N), you may need improvement.
3. The PI must sign and date the last page of the audit form to affirm the following:
  - a. Their responsibility for the area
  - b. They have reviewed the self-audit
  - c. Any deficiencies identified will be corrected in a timely manner

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

## Integrated Safety Plan Team Leaders

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# Integrated Safety Plan Self-Audit

Date of Audit: \_\_\_\_\_ Person Completing Audit: \_\_\_\_\_  
 Building/Room(s): \_\_\_\_\_ PI or Supervisor: \_\_\_\_\_  
 Designated Responsible Person: \_\_\_\_\_

## Type of Room/Area:

- Computer Lab., Office, Common  
 Laboratory  
 Shop  
 Storage  
 Other: \_\_\_\_\_

*If the area qualifies as a computer laboratory, office, or common (e.g., kitchenette, conference room) that does not involve the handling of, use of, or exposure to hazardous chemicals, machinery, equipment, animals, or biological agents you may stop this self-audit after completing section 7. Otherwise please address all 24 sections. If you have any questions about the type of area you are auditing contact someone from your safety committee or a REM ISP safety representative. If still in doubt address all sections of this audit form.*

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

## 1. Emergency Preparedness and Fire Protection

		Y	N
1.1	Are all employees working in this area familiar with the following general emergency procedures: <ul style="list-style-type: none"> <li>• Cease operations (contain and control if it can be done safely) and leave the area</li> <li>• Evacuate others by verbal command or by activating the fire alarm</li> <li>• Call 911 and be available to emergency responders if you have knowledge of the emergency and area</li> </ul>		
1.2	Are all employees working in this area familiar with site specific emergency procedures? (Special and unique hazards have been identified and post evacuation or shelter procedures been developed)		
1.3	Have <a href="#">Building Emergency Plans</a> been prepared and submitted for all buildings occupied by department personnel?		
1.4	Are all employees working in this area familiar with the Building Emergency Plan and have access to a copy?		
1.5	Are fire extinguishers unobstructed?		
1.6	Are exits identified when not immediately apparent?		
1.7	Are sprinkler heads unobstructed in all directions with no obstructions in a plane 18 inches below the head?		
1.8	Are fire doors kept closed, unless designed to self-close when the fire alarm is triggered?		

## 2. Housekeeping

		Y	N
2.1	Are aisles clear in office, 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 without excessive storage of materials that could cause or support fire (paper, cardboard, etc.) or block egress in an emergency?		
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 in proper containers for disposal?		
2.7	Are heavy 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

		Y	N
3.1	Are outlets properly loaded (proper strain relief for suspended wiring and power strips are not connected in series)?		
3.2	Are electrical cords in good condition and not frayed?		
3.3	Are power strips restricted to 15 amperes, properly fused, and protected?		
3.4	Is the ground pin securely in place on three pin wire plugs?		
3.5	Are extension cords rated for the equipment being used and for temporary use only?		
3.6	Are ground fault circuit interrupter outlets used within 5 feet of kitchenette and bathroom sinks, or other wet operations?		
3.7	There is no exposed wiring or missing knockouts; junction box covers are in place, and panels are locked?		

## 4. Step Stools, Ladders, Personal Lifts, and Powered Platforms Safety

		Y	N
4.1	Are step stools, ladders, or lifts (cherry pickers, scissor lifts, powered platforms, etc.) used by employees in this area?		
<b><i>If you answered "No" to question 4.1, you may skip to section 5</i></b>			
4.2	Are ladders and/or step stools in good condition, labeled with capacity, and with no opaque coverings on wooden ladders or instructions?		
4.3	Are there non-slip feet on the base of ladders and step stools?		
4.4	If personal lifts or powered platforms are used, are employees trained on their use?		
4.5	If personal lifts or powered platforms are used, are they inspected prior to each use?		

<b>5. <u>Personal Protective Equipment (PPE)</u></b>		<b>Y</b>	<b>N</b>
5.1	Are there any recognized hazards in this area (chemical, biological, radiological, machinery, electrical, lasers, working from heights, heat, cold, stored mechanical energy, flying debris, falling objects, and etc.)?		
<b><i>If you answered "No" to question 5.1, you may skip to section 6</i></b>			
5.2	Are all Principal Investigators and supervisors familiar with the PPE Policy?		
5.3	Have hazard assessments been performed by <a href="#">task</a> , <a href="#">position/title</a> , or <a href="#">location</a> ?		
5.4	Have Principal Investigators and supervisors certified all hazard assessments by signing them?		
5.5	Are hazard assessments readily available to all employees?		
5.6	Have employees been trained on the correct use, care, donning, doffing, and limitations of PPE?		
5.7	Are PPE training records for each employee readily available? <a href="#">Certification of Training</a>		

<b>6. <u>Hazard Communication (a.k.a. HazCom or Right-to-Know)</u></b>		<b>Y</b>	<b>N</b>
6.1	Is this a non-laboratory area where chemicals are used, stored, or maintained in or around the work area?		
<b><i>If you answered "No" to question 6.1, you may skip to section 7</i></b>			
6.2	Do all employees receive initial and annual refresher <a href="#">Hazard Communication Program</a> training?		
6.3	Is a record of training maintained for each individual ( <a href="#">HCP-8</a> )?		
6.4	Do all containers have complete and legible labels?		
6.5	Do you have a current chemical inventory that is updated at least annually (HCP-4: <a href="#">PDF</a> or <a href="#">Excel</a> format)?		
6.6	Is an Employee Exposure Information form ( <a href="#">HCP-5</a> ) completed for all employees?		
6.7	Are Material Safety Data Sheets readily available to all employees for all hazardous chemicals used?		
6.8	Is the Hazard Communication <a href="#">written compliance manual</a> readily available?		

<b>7. <u>Shipping Chemical and Biological Material</u></b>		<b>Y</b>	<b>N</b>
7.1	Do you or employees in this area ship materials (i.e. hazardous materials, biological materials, chemicals, dangerous goods, dry ice, research samples, or diagnostic specimens) off-site?		
<b><i>If you answered "No" to question 7.1, you may skip to section 8</i></b>			
7.2	Have you contacted REM, Hazardous Materials Management section to determine if the U.S. Department of Transportation (DOT) requires <a href="#">hazardous materials shipping training</a> ? (Applies to all who load, unload, prepare paperwork, sign paperwork, choose shipping containers, fill shipping containers, package, and label or are otherwise involved in the transportation of hazardous materials.)		
7.3	Do all employees requiring training receive initial training and refresher training at least every two years?		

<b>8. <u>Chemical Hygiene Plan (CHP) and Hazardous Materials Safety Manual</u></b>		<b>Y</b>	<b>N</b>
8.1	Is this area a laboratory and are chemicals ever used or stored in this area?		
<b><i>If you answered "No" to question 8.1, you may skip to section 9</i></b>			
8.2	Have all laboratory employees been trained on the Chemical Hygiene Plan, including completing the <a href="#">awareness certification</a> , knowing the location of the plan, and knowing the area safety representative?		
8.3	Is the outside of the laboratory door posted with emergency contact information, <a href="#">Laboratory Door Posting</a>		
8.4	Are chemical containers, including waste containers, in good condition, clean, closed securely, and labeled properly? (Abbreviations, acronyms, or formulas may be appropriate with the use of a prominently posted legend.)		
8.5	Are chemicals stored in an orderly manner and segregated by hazard class?		
8.6	Are chemicals stored off the floor and away from traffic areas?		
8.7	Are flammable liquids in excess of 10 gallons stored in safety cans or flammable storage cabinets?		
8.8	Is there ready and unobstructed access to eyewashes and safety showers from all work areas where a body or eye splash could occur?		
8.9	Is protective clothing contaminated with hazardous materials (chemical, biological, radioactive) properly disposed? <i>For incidental chemical or biological contamination, it may be appropriate to launder clothing at work or professionally, but do not take contaminated clothing home.</i>		
8.10	Is all manipulation of toxic materials and/or volatile flammable materials conducted inside a properly functioning fume hood that is tested annually?		
8.11	Are gas cylinders and associated tubing and fittings properly secured?		
8.12	Are there procedures (i.e. chemical, biological, and radioactive waste disposal; work area decontamination; timely REM notification) in place to ensure faculty and staff clean or decommission their areas before leaving the University?		

<b>9. <u>Mercury Reduction Policy</u></b>		<b>Y</b>	<b>N</b>
9.1	Does this location have or use elemental mercury in thermometers, devices, or other apparatus?		
<b><i>If you answered "No" to question 9.1, you may skip to section 10</i></b>			
9.2	Are you familiar with the Chemical Management Committee's (CMC) <a href="#">Mercury Reduction Policy</a> ?		

<b>10. <u>Animal Exposure Safety</u></b>		<b>Y</b>	<b>N</b>
10.1	Are employees in this area directly exposed to live animals, animal bedding, or animal tissue or fluids?		
<b><i>If you answered "No" to question 10.1, you may skip to section 11</i></b>			
10.2	Are these employees aware of the <a href="#">Purdue University Animal Exposure Occupational Health Program</a> ?		
<b>11. <u>Biological Hazards (Non-Laboratory): Bloodborne Pathogen Exposure Control Plan</u></b>		<b>Y</b>	<b>N</b>
11.1	Do employees working in this area have the potential to be exposed human blood or human bodily fluids?		
<b><i>If you answered "No" to question 11.1, you may skip to section 12</i></b>			
11.2	Are these employees given annual required Blood Borne Pathogen Training?		
<b>12. <u>Biological Hazards (Laboratory): Biological Safety Manual</u></b>		<b>Y</b>	<b>N</b>
12.1	Are biohazardous agents (those that can cause disease or illness) used in the laboratory?		
<b><i>If you answered "No" to question 12.1, you may skip to section 13</i></b>			
12.2	Have employees been notified of specific handling procedures associated with biohazards used in their work area?		
12.3	Do laboratory employees know what to do in the event of a biohazard exposure (puncture, cut, splash, or inhalation)?		
12.4	Are all biologically hazardous materials secured from unauthorized use or removal?		
12.5	Are biologically hazardous wastes managed properly (i.e. contained and decontaminated)?		
12.6	Do laboratory employees complete the <a href="#">Bio-Materials Pick-Up and Treatment Certification Form</a> to certify treatment of waste and call 40121 for disposal?		
12.7	Are sharps collected in approved containers? ( <a href="#">Sharps and Infectious Waste: Handling and Disposal Guidelines</a> )		
<b>13. <u>Hazardous Waste: Guidelines: Handling and Disposal of Chemicals</u></b>		<b>Y</b>	<b>N</b>
13.1	Does this location have or use hazardous chemicals and generate hazardous waste?		
<b><i>If you answered "No" to question 13.1, you may skip to section 14</i></b>			
13.2	Are all containers, including waste containers, tightly capped or closed?		
13.3	Are waste containers in good condition, leak-proof, clean, and otherwise safe for transportation?		
13.4	Are waste containers labeled "HAZARDOUS WASTE" with each constituent listed by percent? ( <a href="#">orange label</a> )		
13.5	Is waste stored at or near the point of generation and under the control of the person generating the waste?		
13.6	Are incompatible chemicals segregated by distance or secondary containment?		
13.7	Is the volume of waste stored less than 55 gallons or 1 quart of acutely toxic waste?		
13.8	Does this location practice waste minimization?		
13.9	Are all HPLC waste containers fitted with engineered caps or lids to prevent organic solvents from evaporating?		
<b>14. <u>Radioactive Material Management: Radiation Safety Manual</u></b>		<b>Y</b>	<b>N</b>
14.1	Does area have radioactive material (sealed or unsealed sources), or radiation-producing equipment?		
<b><i>If you answered "No" to question 14.1, you may skip to section 15</i></b>			
14.2	Has the project been approved by the campus Radiation Safety Committee?		
14.3	Do employees using radioactive material or radiation producing equipment meet <a href="#">radiation safety training requirements</a> ?		
14.4	Are all containers of radioactive materials and wastes properly labeled and secured from unauthorized use or removal?		
14.5	Is the laboratory door posted for radioactive materials use or radiation producing equipment?		
14.6	Are eating and drinking policies followed as designated by the room classification sticker posted on the door?		
14.7	Are radioactive material use records, contamination surveys, and inventory updated and maintained for inspection?		
14.8	Are work surfaces covered with absorbent paper or are trays used?		
<b>15. <u>Laser Safety: Laser Safety Guidelines</u></b>		<b>Y</b>	<b>N</b>
15.1	Does this area have or use Class 3B or 4 lasers?		
<b><i>If you answered "No" to question 15.1, you may skip to section 16</i></b>			
15.2	Have all Class 3B or 4 laser projects been approved by the campus Laser Safety Officer?		
15.3	Are laser use areas identified by the proper signage per ANSI Z136.1?		
15.4	Do employees associated with the laser meet the <a href="#">laser safety training requirements</a> ?		
15.5	Is the laser beam path entirely enclosed (i.e. absolutely no portion is exposed)? If yes, you may skip to section 16.		
15.6	Are laser beams appropriately terminated and confined to a defined and controlled Nominal Hazard Zone (NHZ)?		
15.7	Is the appropriate Laser Safety Eyewear available, in good shape, and always used by employees within the NHZ?		
15.8	Are <a href="#">required SOPs</a> written and accessible to authorized laser users?		

<b>16. Fall Protection</b>		<b>Y</b>	<b>N</b>
16.1	Do employees in this area work 6 feet or more above unguarded walking surfaces?		
<b><i>If you answered "No" to question 16.1, you may skip to section 17</i></b>			
16.2	Have those employees been trained in fall protection requirements?		
16.3	Is fall protection equipment available and inspected prior to each use?		

<b>17. Machinery and Equipment Safety</b>		<b>Y</b>	<b>N</b>
17.1	Is machinery or equipment located and operated in this area?		
<b><i>If you answered "No" to question 17.1, you may skip to section 18</i></b>			
17.2	Do employees in this area work with the machinery or equipment?		
17.3	Do all employees allowed to use the machinery have proper training?		
17.4	Does all machinery or equipment have safeguards in place?		
17.5	Do the safeguards prevent hands, arms, and other body parts from making contact with dangerous moving parts?		
17.6	Are the machine guards secured to prevent movement during operation?		
17.7	Do the machine guards permit safe and comfortable operation of the machine?		
17.8	Can machines be serviced (cleaned and oiled) without removing the guards?		
17.9	Do operators wear the appropriate PPE with no loose fitting clothing, hair, or jewelry?		

<b>18. Powered Industrial Trucks (a.k.a. Fork Lifts or Powered Pallet Jacks)</b>		<b>Y</b>	<b>N</b>
18.1	Are powered industrial trucks used in this area?		
<b><i>If you answered "No" to question 18.1, you may skip to section 19</i></b>			
18.2	Have all operators successfully completed a formal instruction course and driver evaluation?		
18.3	Do all operators have current certificates and/or wallet cards?		
18.4	Are powered industrial trucks inspected before use or each shift?		
18.5	Are inspection records maintained on site and accessible for review?		
18.6	Is there an area designated for fueling or charging powered industrial trucks?		

<b>19. <u>Control of Hazardous Energy Program (Lockout/Tagout)</u></b>		<b>Y</b>	<b>N</b>
19.1	Do employees in this area service or maintain machines and equipment in which the unexpected energizing or start up of the machines or equipment, or release of stored energy could cause injury?		
<b><i>If you answered "No" to question 19.1, you may skip to section 20</i></b>			
19.2	Is a Lockout /Tagout program followed to secure energized equipment during repairs and maintenance?		
19.3	Do employees receive Lockout /Tagout training?		
19.4	Do employees have Lockout /Tagout devices, tags, and locks suitable for all equipment?		
19.5	Does each piece of equipment have written procedures for isolating it from all energy sources?		
19.6	Are all other employees given Lockout /Tagout awareness training?		

<b>20. <u>Confined Space Safety</u></b>		<b>Y</b>	<b>N</b>
<b>Non-Permit Required</b>			
20.1	Do employees in this area enter confined spaces?		
<b><i>If you answered "No" to question 20.1, you may skip to section 21</i></b>			
20.2	Have these employees and their supervisors received formal confined space training from REM?		
20.3	Are employees familiar with pre-entry procedures and do they follow them?		
20.4	Before entry, is the internal atmosphere tested with a calibrated direct-reading instrument for oxygen content, flammable gases and vapors, and potential toxic air contaminants?		
20.5	Are appropriate safe-guards, such as attendants or physical barriers used for manholes and street openings?		
<b>Permit Required</b>			
20.6	Do employees in this area enter permit required confined spaces?		
<b><i>If you answered "No" to question 20.6, you may skip to section 21</i></b>			
20.7	Is a list available of permit-required confined space locations identifying the hazards of each location?		
20.8	Have all employees and their supervisors received formal confined space training specific to permit required confined spaces from REM Industrial Hygiene Section?		
20.9	Is the permit system outlined in Purdue's <a href="#">Confined Space Program</a> properly used?		
20.10	Is all necessary safety equipment available and properly used and maintained (testing, monitoring, rescue and retrieval, communication, and personal protective equipment)?		

**21. Electrical Safety for Electrical Workers**

Y	N
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21.1	Is electrical work performed in this area that could expose employees to energized parts over 50 volts?		
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***If you answered "No" to question 21.1, you may skip to section 22***

21.2	Are employees trained in accordance with applicable OSHA and NFPA 70E electrical safety-related work practices?		
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**22. Respiratory Protection Program**

Y	N
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22.1	Are there respiratory hazards present in the work environment (harmful dusts, fogs, fumes, mists, gases, smokes, sprays or vapors)		
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***If you answered "No" to question 22.1, you may skip to section 23***

22.2	Have you contacted REM, Industrial Hygiene Section to determine if you or the employees in this area need to be in the Respiratory Protection Program?		
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22.3	Do employees covered by Respiratory Protection Program receive a medical exam and a respirator fit test annually?		
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**23. Pesticide Safety**

Y	N
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23.1	Do employees in this area use, transport, mix, apply, or dispose of restricted use pesticides or their containers, or enter plots that have been treated with restricted use pesticides?		
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***If you answered "No" to question 23.1, you may skip to section 24***

23.2	Have all employees working with or around pesticide been properly trained and the training documented?		
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23.3	Have all employees working around or handling <i>agricultural use</i> pesticides received the appropriate <a href="#">Worker Protection Standard (WPS)</a> training in the last 5 years? (Agricultural use pesticides can be identified by the "Agricultural Use Requirement" statement in the directions or application method section of the label.)		
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**24. Refrigerant Regulations Compliance Program (CFC Compliance)**

Y	N
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24.1	Are refrigerants, ozone depleting substances, or Chlorofluorocarbons (CFC) used, dispensed, stored, or reclaimed in this area?		
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***If you answered "No" to question 24.1, you may ignore the next question***

24.2	Has REM's Industrial Hygiene section been contacted to determine if Refrigerant Regulations Compliance Program requirements are being met?		
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Comments:

**Responsible Individual:** I am responsible for the indicated laboratory, shop, or area and I affirm that this self-audit was completed by someone that works in this area and is knowledgeable about operations therein. I agree to correct identified deficiencies in a timely manner.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_