

# Integrated Safety Plan Certification Audit

Auditor(s): \_\_\_\_\_ Date: \_\_\_\_\_

 Audit Date: \_\_\_\_\_  Renewal Certification  Initial Certification

## Safety Programs Audited

Refer to "EHPS KPI Dept Employee Count\_5.31.21.xlsx" document located in the "U:\PFREM\_ALLSHARE\Employee Count" folder.

Division: \_\_\_\_\_

Department(s):


The results of the Integrated Safety Plan (ISP) certification audit are below. Certification is pending review and approval of REM management as well as abatement of any imminent dangers and deficiencies noted in this document. Upon certification, the unit's safety program will be indemnified from regulatory fines and deemed in compliance with Purdue University's **Environmental Health and Safety Compliance Policy** and all ISP requirements.

## Distribution List

Name	Title
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Dean/Sr. Director/VP: \_\_\_\_\_

Department Head/Director: \_\_\_\_\_

Supervisor/Manager: \_\_\_\_\_

Safety Representatives: \_\_\_\_\_


 Managers & ISP Coordinator: Butt, Golden, Juristyarini, Ridgway, J. J. Young

## Safety Issues Posing an Imminent Danger

Imminent danger must be corrected immediately. REM personnel with specialization on hazard must always be notified and, if necessary, called in for abatement.

Imminent Danger	Abatement Date	REM Verified (Initials)

## Deficiencies

Deficiency must be corrected within 90 days of audit.

Deficiency	Abatement Date	Verified (Initials)

## Safety Plan Continuous Improvement Goals

Goals must be completed prior to next year's certification.

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# ISP Certification Audit Checklist

*Answering "NO" in a shaded area does not necessarily indicate a deficiency.*

1. Safety Committee		YES	NO	
1.1	How often does the committee meet during the year?			
1.2	How many members are on the committee?			
1.3	Are all affected peer groups represented on the committee?			
1.4	Do all high hazard buildings have at least one person on the committee?			
1.5	Is size and meeting frequency commensurate with hazards?			
1.6	What issues are discussed during safety committee meetings?			
2. Communication Channels		NA	YES	NO
2.1	Are employees aware of safety committee's communication channels?			
2.2	Are minutes taken and communicated to everyone?			
2.3	Are you aware of any work related injuries or illnesses since the last ISP certification?			
a.	Were First Report of Injury forms submitted within 24 hours?			
b.	Were actions taken to prevent these types of injuries in the future?			
c.	Were any injury trends noted?			
2.4	Were there any near misses within the past year?			
2.5	Were any injury near misses investigated?			
3. Upper Administrative Support		YES	NO	
3.1	Do the safety committee and ISP have upper administrative support?			
3.2	Is upper administration support available to assist with uncooperative faculty or staff?			
3.3	Are safety committee representatives given enough time to perform their safety functions?			
4. Building Emergency Plan		YES	NO	
4.1	Have Building Emergency Plans been submitted to Campus Emergency Preparedness and Planning Office for all departmental buildings?			
4.2	Is everyone aware of the Building Emergency Plan?			
4.3	Do building occupants know where to obtain/view their specific Building Emergency Plan?			

5. ISP Self-Audit Checklist (SAC)		YES	NO
5.1	Were all SACs completed within 6 months (1 year: interdisciplinary locations) of the audit date?		
5.2	Are all locations where departmental personnel work represented by a SAC?		
5.3	Are 100% of SACs signed by the principal investigator (PI) or responsible individual (RI)?		
5.4	Are SACs reviewed by safety committee prior to the REM audit?		
5.5	Are deficiencies found while doing SACs abated or have "in progress" abatement plans?		

6. Physical Facilities Safety Requirements		NA	YES	NO
6.1	Did each supervisor complete the required number of safety observations each week?			
6.2	Are safety observations kept by department and reported to their director quarterly?			
6.3	100% of accidents and injuries investigated with appropriate correction action taken?			

7. Representative Sample Physical Inspection Locations		NA	YES	NO
7.1	Are PPE hazard assessments certifications available for all areas?			
7.2	Is appropriate and required PPE being used when and where it is required?			
7.3	Are minimum Hazard Communication Program requirements met for all applicable areas?			
7.4	Are minimum CHP requirements met for all applicable areas?			
7.5	Is the organization aware of and participating in all other applicable regulatory programs?			
7.6	Is there regulatory compliance for all programs where NOV's or fines are possible?			
7.7	Are all required labels, signs, and postings present?			
7.8	Are all chemicals appropriately labeled and unattended chemical containers closed?			
7.9	Are all hazardous waste containers closed and appropriately labeled?			
7.10	Are LC and HPLC waste containers properly closed to prevent evaporation?			
7.11	Is accumulation of waste, unused, and/or neglected chemicals acceptable?			
7.12	Are gas cylinders stored and secured properly?			
7.13	Is glassware under pressure or vacuum wrapped?			
7.14	Are electrical conditions acceptable?			