

**IC OCCUPATIONAL SAFETY AND HEALTH COMMITTEE WORKSITE
SURVEYS
STANDARDIZED REPORTING FORMAT**

1. Imminent Hazards
2. Compliance with Prudent Practices
 - A. Biologicals
 - Laboratories are posted with a sign listing the agent(s) in use, the appropriate biosafety level and the name and phone number of the Principal Investigator (PI).
 - Sinks are available for hand washing.
 - Biological Safety Cabinets and all HEPA filtered devices are certified.
 - Directional airflow from the corridor to the laboratory is evident.
 - Appropriate disinfectants are available and proper waste management procedures are being followed (needle disposal containers, autoclaves and /or MPW boxes are in use, etc.).
 - The poster listing the 3 Emergency Steps to Take in the Event of a Potential Bloodborne Pathogen Exposure (NIH DS, 3/97) is placed prominently in laboratories where HIV, other related retroviruses or human blood, body fluids and tissues are in use.
 - B. Chemicals
 - Flammable storage cabinets are present and utilized; chemicals are properly segregated, stored on shelves (below eye level) and not on the floor.
 - Proper waste management procedures are being followed (Chemical Waste Tags are completed and affixed to waste chemicals, safety cans for solvents are being used and waste minimization techniques are being followed).
 - Chemical Fume Hoods and all local exhaust devices are certified.
 - D. Corridors
 - No hazardous materials (chemicals, gas cylinders, etc) or equipment are present.
 - The appropriate corridor width is maintained free and clear of storage and obstructions and no storage is present in horizontal exits, stairwells, areas of refuge and elevator lobbies.
 - Combustible materials are stored within suitable metal cabinets with metal doors.
 - All emergency equipment including safety showers, eyewashes, sprinklers, fire extinguishers and fire alarm pull stations are maintained with full and unobstructed access.
 - Exit signs are in place and easily visible.
 - No radioactive materials are stored in corridors, except for autoradiographic film cassettes in locked refrigerators or freezers.
 - D. Physical
 - Eye washes and safety showers are available.
 - Utility panels, closets and electrical boxes are accessible.
 - Extension cords are not in use. Electrical outlets within two feet of a water source are equipped with ground fault circuit interrupters (GFCIs).
 - All telephones have a red sticker listing the NIH emergency telephone numbers.

E. Radiation

- Each lab which has radioactive waste containers or other items labeled "Caution Radioactive Material" in it has a "Caution Radioactive Material" sign at the entrance. The name and phone number of a researcher to contact in case of emergency is noted on this sign.
- Source vials of radioactive material are secured when unattended.
- Lab coats, gloves, and absorbent paper are available and are used when working with radioactive materials.

F. Physical environment of the lab, office, loading docks.

- Electrical cords are secure and not on the floor or draped across or under other pieces of equipment.
- Combustible materials are kept to a minimum and stored in metal cabinets with metal doors.
- The environment is clear and free of debris.

3. Safety and Health Committee Accomplishments

Discuss any other accomplishments such as development of a website, communication initiatives within the IC, special projects or training.