

E-4. WORK SITE SAFETY EVALUATIONS

I. SCOPE

This applies to all facilities owned, leased, or regularly comprising NCI-Frederick operations/staff including but not limited to laboratories, animal facilities, production facilities, shops, offices, and construction sites. It also applies to resident non-NCI operations in NCI-Frederick facilities (i.e., NIAID, etc.). Work performed by SAIC-Frederick employees at NIH facilities in Bethesda are not included because these services are provided by NIH DOHS.

II. PURPOSE

To provide mandatory annual inspections of each NCI-Frederick work area. Specific objectives are to:

- A. Identify areas of noncompliance, provide recommendations for corrective action, and establish timetables for correcting areas of noncompliance;
- B. Identify alternative operating practices that will provide opportunities to reduce exposure to employees, and/or provide greater environmental protection;
- C. Identify opportunities for pollution prevention programs, including source reduction and recycling activities;
- D. Serve as an educational tool for personnel.

III. DEFINITIONS

Hazard Abatement - Action taken to correct safety infractions that may include engineering controls, administrative action, or the use of protective equipment. When immediate action is judged necessary by the Environment, Health and Safety Program (EHS) to abate serious hazards, abatement may include shutting down the operation and evacuation of affected area(s).

Safety Evaluation - Periodic, routine, or unannounced inspections of NCI-Frederick facilities and properties to identify areas of non-compliance, deviations or discrepancies in safety regulations.

IV. **RESPONSIBILITIES**

- A. Supervisors have the following responsibilities.
 - 1. Assist the evaluation team in performance of the work site safety evaluation by accompanying and participating in the evaluation.
 - 2. Communicate the findings contained in the work site safety evaluation report with those working in the area.
 - 3. Initiate timely action to abate all hazards brought to the supervisor's attention, be it by the work site safety team, employees, or oneself. Actions include but are not limited to the preparation of MSRs, employee safety training, and requiring subordinates to follow safety rules.

- B. Employees have the following responsibilities.
 - 1. Communicate deficiencies/safety concerns to the supervisor or the work site safety evaluation team.
 - 2. Abate hazards through safe work practices as instructed by supervisor.

- C. Senior Management
 - 1. Principal Investigator/Division Director
 - a. Allocate sufficient resources for hazard abatement.
 - b. Hold subordinates accountable for hazard abatement.
 - 2. NCI Management
 - a. Hold Principal Investigator/Division Director accountable for hazard abatement.

- D. Environment, Health and Safety Program (EHS) have the following responsibilities:
1. Schedule formal, annual work site safety evaluations of all areas/facilities at the NCI-Frederick and local, off-site facilities.
 2. Prepare formal work site safety evaluation reports to document safety infractions and recommend appropriate corrective action(s) to area supervisor with copies to appropriate senior management.
 3. Notify the appropriate senior management including the NCI Contracting Officer and NCI Project Officer of a Principal Investigator's/Division Director's failure to perform hazard abatement by specified completion dates.

V. **GENERAL**

Worksite safety evaluations are formal in nature and are conducted by EHS, supervisors, and employees.

- A. Work site safety evaluations incorporate the following elements:
1. Each work site will be evaluated at least annually.
 2. Evaluations will be conducted using a team approach that varies to meet the requirements of the area; in most cases it will involve the supervisor of the area being evaluated and elements of the EHS staff. Scheduling the time of the evaluation will be coordinated by EHS staff.
 3. Criteria of area-specific evaluations:
 - a. *Laboratories* are evaluated annually by EHS staff, facility manager, and the lab supervisor.
 - b. *BL-3 labs* are evaluated semi-annually by biosafety staff; not necessarily at time of regular lab evaluation.
 - c. *Radiation areas* are evaluated monthly by the radiation safety staff. These evaluations are in addition to the annual lab safety evaluations.
 - d. *Animal facilities* are evaluated semi-annually for safe conditions by at least one EHS staff member. This safety

09/2007

evaluation is concurrent with IACUC semiannual inspections whenever possible.

- e. *FME Shops* annual safety evaluations are jointly performed by at least one EHS staff member and relevant FME supervisor.
 - f. *Office* safety evaluations are jointly performed annually by at least one EHS staff member and the facility manager. Where appropriate, these evaluations may be concurrent with lab evaluations.
 - g. *Construction site* safety evaluations are to be performed daily by the construction contractor with oversight by the contracting officer's technical representative (COTR), as required. FME maintains a file of COTR oversight inspections of these work sites. Assistance from EHS is available as needed/requested.
 - h. *NCI-Frederick Cafeteria* is inspected by EHS once per quarter for the purpose of sanitary operations. Each sanitation inspection report will be provided to NCI-F management ASAP regardless of the presence/absence of infractions.
 - i. *Production Facility* annual safety inspections are jointly performed by at least one EHS staff member and the facility manager and/or facility safety specialist.
- 4. For items V.A. 3.a-f, work site safety evaluations will be documented in a written report to the Principal Investigator/Division Director/Manager, as appropriate.
 - 5. When an infraction has not been corrected (or inadequately corrected) in accordance to the completion dates specified in the written inspection report, EHS will notify the Principal Investigator/ Division Director, the NCI Contracting Officer, the NCI Project Officer, and the SAIC Director of Research Support Program.