

To: NCI-Frederick Supervisors

From: Randall S. Morin, Dr. P.H.
Director; Environment, Health and Safety Program

Re: Safety Checklist / EHS Medical Surveillance Enrollment Form

As the supervisor of a new employee, you have the responsibility of providing all new employees with program specific safety training. This training is essential to the safety of all NCI-Frederick employees.

To help you in this task, EHS has provided all new employees with the attached checklist. ***Please set aside the time with the new employee to go over this checklist – it contains work-area specific safety training, which covers hazards that may be present in the employee’s workplace that may not have been specifically addressed during orientation.***

This checklist should be completed as soon as possible, and ***returned within 10 working days to EHS.*** EHS will review the checklist. If EHS does not receive an employee’s checklist after 10 working days, supervisors will be informed and asked to follow up with the employee and return completed checklists as soon as possible.

You may also download the checklist at <http://home.ncifcrf.gov/ehs/>.

The EHS Medical Surveillance Enrollment Form must be completed and **returned to EHS.** Any questions call 301-846-1451.

EHS will be happy to answer questions, or assist in any way. When you contact EHS at 301-846-1451, you will be referred to the appropriate person to address your concern.

Thank you for making the NCI-Frederick campus a safe and healthful workplace.



**Environment, Health,
and Safety Program**

NCI-FREDERICK NEW EMPLOYEE SAFETY CHECKLIST

Employee: _____
Starting Date: _____
Supervisor: _____

Employee #: _____
Employer: _____
Supervisor's Phone # _____

Please complete the checklist as soon as possible (within 10 working days). Please make a copy for the employee to keep and review, and return the original to EHS, Bldg. 426. Both employee and supervisor need to sign the last page acknowledging review and discussion of this document.

Safety & Health Policy Statement

The NCI-FREDERICK is committed to providing safe and healthful working conditions for all employees and preventing occupational accidents, injuries, and illnesses. Management will identify safety and health hazards and provide appropriate safeguards to the hazards with the provision of the proper physical environment, training, appropriate protective equipment, and proper administration of safety and health programs. All employees are expected to perform their work in a safe manner in accordance with prescribed work practices.

Responsibility for safety and health follows the normal line of supervision through all levels.

- **All supervisors** are responsible for protecting their employees from occupational hazards.
- **Anyone** who delegates responsibility maintains an overriding accountability.
- **Every individual** in the organization has a responsibility to accomplish his/her part of the safety program.
- **Safety and health staff and committees** are advisory groups to assist line supervision in carrying out their responsibilities.

Scientific research at the NCI-Frederick has the added hazard of the unknown. Precautions need to be taken to cope with the potential hazards inherent in all operations. All recognized problems must be anticipated and minimized. Additionally, the potential risks involved with routine work must also be considered at all times.

No work is so important that it should be undertaken in an unsafe manner. Every individual should understand the hazards associated with his/her work before starting and feel comfortable that the safeguards provided have reduced risks to an acceptable level. Anyone may question work he/she feels is unsafe or harmful.

Safety Checklist: All Employees

This checklist is intended to aid the supervisor and employee in reviewing the safety policy and programs at NCI-Frederick, as well as determining hazards that may be present in the employee's workplace. This list may not provide sufficient inquiry into all work environments and tasks, and should not be relied upon as the sole means of evaluating or assessing hazards to which employees may be exposed.

Check each item as it is discussed:

I. Safety & Health Policy & Programs

- A. Review program specific safety policies and programs and relevant Safety Grams, found on the EHS website under the "useful documents" link: <http://home.ncifcrf.gov/ehs/>. Ensure employee understands that safe work practices, being alert and anticipating hazards, preplanning, and obtaining safety information and/or instructions before beginning a job are of prime importance.
- B. NCI-Frederick's Operations and Compliance Manual is found at the EHS web site under "useful documents". Employee knows how to locate this document and has read pertinent chapters.
- C. Ensure employee has obtained safety eyewear and other necessary protective clothing and equipment. Employee knows how to use them before starting work.
- D. Review safety policy and programs and ensure employee understands that Occupational Health Services (OHS) is to be informed of changes in health status such as serious illness, pregnancy, or immune status.
- E. Encourage safety suggestions and prompt reporting of unsafe conditions.
- F. Emphasize Safety Principles:
 - 1. Accidents are preventable
 - 2. Safety is an integral part of job skills
 - 3. Supervisor responsibilities
 - 4. Employee responsibilities

II. Accidents, Injuries, Illnesses & Emergencies

- A. Injury or Illness
 - 1. In case of a medical emergency, call 911.
 - 2. Immediately report **ALL** work-related accidents or injuries (no matter how minor) to supervisor and OHS. During non-working hours, report all incidents to Protective Services, 301-846-1091.
 - 3. Report to OHS, Bldg. 426, 301-846-1096 during working hours (8:15 am to 5:00 pm).
 - 4. If employee is expected to administer First-Aid & CPR, the employee must be trained and certified. Contact OHS for training schedule.
- B. Emergency Procedures
 - 1. Employee knows and understands the emergency procedures to be followed in case of fire, medical, spills (chemical, biological, radiological), etc. See chapter B-1 in the EHS Compliance Manual.
 - 2. Employee knows the procedure for building evacuation: review evacuation routes, exits, and assembly points and the probable types of emergencies.
 - 3. Emergency Telephone Number (Fire and Medical): 911

III. Medical Surveillance & Prevention Programs

Yes No

- A. Supervisor has completed the Medical Surveillance Enrollment Form, and the form has been sent to EHS, bldg. 426. See <http://home.ncifcrf.gov/ehs/ehs.asp?id=35>, and click on Medical Surveillance Enrollment Form under the "Biosafety" heading. Note: If the employee's job duties may require immunizations or enrollment in various medical or safety surveillance programs please indicate and potential job hazards in the Medical Surveillance Enrollment Form referenced above.

IV. Work Area(s)

Yes N/A

- A. Tour work area(s) to review location of hazards, administrative controls, and location of equipment.
- B. Employee understands after-hours operation, including building access procedures
- C. Review work area restrictions and ensure that employee is aware of:
1. Areas that have eating, and drinking restrictions
 2. NCI-Frederick and DHHS locations are tobacco free.
 3. Areas that require eye protection
 4. Areas that contain toxic chemical and/or radioactive hazards
 5. Areas that require clearance for safe egress, such as corridors and aisles
 6. Types of safety equipment which should never be blocked (e.g. eyewash stations)
- D. Signal Systems: review types of alarms in area, how they are activated, what they mean & how to respond (e.g. equipment alarms, oxygen deficiency alarms, etc.)
- E. Motorized company vehicles
1. Seat belt use is required
 2. Forklift operation: requires NCI-Frederick training and certification before operating; contact EHS at 301-846-1451 to schedule training.
 3. Vehicle operation requires valid driver's license.

V. Safety & Health Equipment

Yes N/A

- A. Protective equipment: employee knows the location and operation of:
1. eye wash stations and safety showers
 2. other (bench shields, special guards, etc.)
- B. Employee is trained in the proper use of chemical fume hoods; ensures that all inspections are current before use (see also Safety Gram # 143). EHS provides an instructional course on Engineering Controls (Biosafety Cabinets) upon request.
- C. Employee is trained in the use and proper decontamination of biological safety cabinets; ensures that all inspections are current before use (see also Safety Gram # 144)

D. Employee understands the correct operation of autoclaves

VI. Life Safety and Fire Prevention

Yes N/A

A. Fire alarm systems

1. Employee recognizes audible and visual alarms, how to respond, and how fire alarms are activated
2. Fire Extinguishers: training is required if employee is expected to use fire extinguishers; employee knows the location, type, and correct use

B. Fire Emergency Action Plan

1. Review with employee. Available at the EHS web site under the Occupational and Environmental Hygiene department link, Life Safety and Fire Prevention: (<http://home.ncifcrf.gov/ehs/uploadedFiles/EMERGENCY%20ACTION%20PLAN.doc>)
2. Review any worksite specific procedures

C. Fire Prevention Plan

1. Review with employee. Available at the Life Safety and Fire Prevention link. (<http://home.ncifcrf.gov/ehs/uploadedFiles/Fire%20Prevention%20Plan%20Nov%2020031.doc>)
2. Review any worksite specific procedures

D. Building Evacuation Assembly Area

1. Identify assembly area and evacuation route for work area. Assembly Areas available at the Life Safety and Fire Prevention link. (<http://home.ncifcrf.gov/ehs/uploadedFiles/ASSEMBLY%20AREAS%20FOR%20BUILDING%20EVACUATIONS%20Sept%202003.doc>)

VII. Chemical Hygiene. Employee understands:

Yes N/A

A. Specific hazards and properties of chemicals in the workplace

B. Location and availability of MSDS's (for web MSDS resources see <http://home.ncifcrf.gov/ehs/ehs.asp?id=75>)

C. Transportation rules for chemicals

D. Chemical storage: proper labeling, storage areas and segregation, volume limits

E. Proper handling procedures for flammable liquids, volume limits, use of safety cans, safety cabinets and storage rooms

F. Carcinogens that may be present in the workplace

G. Proper transportation, securing, and work rules for compressed gases

H. Procedures for use of controlled substances and accountable materials

- I. Spill response and evacuation procedures

VIII. Biological Safety. Employee understands:

Yes N/A

- A. The lab specific biosafety SOP/manual
- B. Relevant Institutional biosafety policies and standards
- C. Registration procedures with the IBC for work with infectious rDNA and other infectious materials, including human cell lines, and Tg/KO animals.
- D. Biohazard symbol and labeling requirements
- E. Work practices and knowledge of aseptic technique
- F. Specific biological hazards in the workplace
- G. Shipment protocols for infectious/biological agents
- H. Engineering controls
- I. Decontamination procedures, disinfection and sterilization of potentially infectious workplace materials.
- J. Area specific spill procedures for biological hazards
- K. OSHA Bloodborne Pathogen Standard
1. Informed of the initial and annual training requirement and how to meet it
 2. How to contact EHS for more information (301-846-1451)
 3. The concepts of Standard Precautions and Universal Precautions
 4. How to obtain the Hepatitis B (HBV) Vaccine
 5. NCI-Frederick Exposure Control Plan
- L. Route of exposure/symptoms of exposure to infectious agent(s) employee will work with

IX. Packaging and Shipping Program. Employee Understands:

Yes N/A

- A. The proper procedures for processing shipment requests
- B. All shipments are classified by EHS.
- C. All material, correspondence, and equipment requires completion of the request for shipment form located at: <http://web.ncifcrf.gov/campus/safety/wizard/>
- D. Safe handling and transport of hazardous materials. Refer to Safety Gram ISM-158.

X. Radiation Safety. Employee Understands:

Yes N/A

- A. Radiation Program Protocol-Specific Training Document
- B. Radiation symbol and labeling requirements
- C. Work practices and shielding techniques
- D. Program specific radiation hazards
- E. Shipping requirements for radiological materials
- F. Radiological decontamination procedures

XI. Environmental Compliance and Pollution Prevention

Yes N/A

- A. Does the new employee know how to dispose of:
1. Recyclable material (e.g. glass, aluminum, paper, plastic, batteries, Tyvek, pipette tip trays, printer cartridges etc.; see <http://home.ncifcrf.gov/ehs/recycling/>)
 2. Non-laboratory waste (burnable or scrap metal)
 3. Medical waste (laboratory glassware, syringes, petri dishes, pipets, etc.)
 4. Autoclavable waste. (See <http://home.ncifcrf.gov/ehs/ehs.asp?id=108>)
 5. Non-hazardous liquids (sanitary sewer – see <http://home.ncifcrf.gov/ehs/ehs.asp?id=115>)

Yes N/A

- B. Pollution Prevention. Does the employee know how to:
1. Reduce chemical waste generation
 2. Avoid storm water pollution (indoor storage, secondary containment)
 3. Support the NCI-Frederick Environmental Management System (EMS), if applicable

Yes N/A

- C. Hazardous Waste (Refer to Chapter D-1, Waste Management, of the EHS Operations and Compliance Manual). Is the employee aware of:
1. All procedures (including spills) that may generate hazardous waste?
 2. Requirements for hazardous waste in laboratories:
 - Proper waste containers
 - Containers always closed except when waste is added
 - NCI-Frederick Hazardous Waste Disposal tag attached to container
 - Log sheet updated as soon as waste is added to the container
 - Less than 55 gallons of waste (or one quart acute waste) per collection site
 - Waste segregation (flammable solvents, chlorinated solvents, oils, etc.)

XII. Other Occupational Hazards

Yes N/A

A. Will the employee perform work in permit-required confined spaces? (Relevant to FME and BDP employees – train employee on position-specific program S.O.P.)

Yes N/A

B. Will the employee use lockout/tagout procedures to control hazardous energy sources? (Relevant to FME employees – train employee on position-specific program S.O.P.)

LABORATORY SAFETY CHECKLIST

Will the employee work in a laboratory*? Yes No
**If yes, please complete the following checklist. If no, skip this page.*

A. Does your worker:

- | Yes | N/A | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Understand the safety hazards and your program-specific SOPs for equipment used in his/her duties |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Understand the signs to warn others of hazards in the lab and personal protective equipment (PPE) requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Keep storage areas and labs neat and clean |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Restrict lab work to the lab |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Use puncture-resistant containers for the disposal of sharps |

B. Laboratory Chemical Hygiene. Does your worker:

- | Yes | N/A | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Know how to access and is familiar with the on-line version of the Chemical Hygiene Plan: http://home.ncifcrf.gov/ehs/uploadedFiles/C-1_Chemical_Hygiene_Plan.pdf |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Have access to and utilize SOPs for hazardous chemicals in work area |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Check labels/Material Safety Data Sheets (MSDS) before each new job to determine potential hazards, incompatible substances, engineering controls, PPE, etc. (see http://home.ncifcrf.gov/ehs/ehs.asp?id=75 for MSDS links). If chemicals are removed from their original container, properly label the transfer container (unless under direct control at all times) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Understand the risks of each hazardous chemical present in work area |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Store acids and bases in separate areas/drip trays? |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Understand that no chemical storage is permitted at greater than 6 feet above the floor surface? |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Understand the risks of each hazardous chemical present in work area |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Treat any unfamiliar substance as potentially hazardous |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Assume any mixture is at least as hazardous as its most hazardous component |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Regularly review chemical supplies for excess or deteriorated stock |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Keep hazardous substances in unbreakable containers whenever practical |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. If breakable containers must be used, keep them in chemical resistant trays |

Yes **N/A**

13. Date containers of peroxide forming chemicals and dispose of within one year if unopened and 6 months if opened (e.g., ether).

C. Radiation Safety. Does your worker understand:

Yes **N/A**

1. Safe handling of radioactive materials
2. The NCI-Frederick radiation training requirements
3. Personal surveillance
4. Laboratory monitoring
5. Proper disposal for liquid wastes, solid wastes, and vials
6. What to do in case of a radiological spill?

D. Does your worker understand and follow NCI-Frederick prohibitions/recommendations against:

Yes **N/A**

1. Eating, drinking, tobacco use, and storing food/drinks in the lab
2. Performing mouth pipetting
3. Wearing lab coats, gloves, or other facility designated PPE (e.g., scrubs) outside the lab
4. Using damaged glassware
5. Wearing open-toed shoes when using hazardous biologicals or chemicals

CHECKLIST FOR ANIMAL CARETAKERS, TECHNICIANS AND OTHER ANIMAL CARE PERSONNEL

Yes No

Will the employee work with animals*?
**If yes, please complete the following checklist. If no, skip this section.*

Work Practices

Work practices to minimize exposure to hazards are outlined in detail by animal species in the SOPs. In general, the following procedures are used to minimize risk:

- | YES | N/A | The Employee: |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Has access to and understands the safety hazards and program specific SOP's for equipment and hazardous chemicals used in the workplace |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Understands the risks of each hazardous chemical/biological present in work area |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Treats any unfamiliar substance as potentially hazardous |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Knows to check labels/MSDSs before new procedures/chemicals used to determine proper PPE, incompatibilities, engineering controls, etc.
See http://home.ncifcrf.gov/ehs/ehs.asp?id=75 for links to MSDS sites. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Knows the program specific SOP for waste disposal |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Utilizes personal hygiene practices to reduce exposures by direct/indirect contact |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Eliminates the use of sharp objects whenever possible |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Uses approved puncture-resistant containers for the disposal of sharps |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Handles animals with care and proper restraint to prevent scratches and bites |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Uses practices to reduce exposure by ingestion - never mouth pipettes |

Work Areas

- | YES | N/A | Employee is familiar with: |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Work areas that have restricted access |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Work areas that have posted warnings of hazards and advice about special requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Ergonomic hazards, which can be minimized with proper education, engineering controls, and administrative controls |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Autoclave hazards |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Animal dander and allergen risks |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Aerosolization potential from changing bedding |

Employee understands:

YES

N/A

1. Ventilation system(s) provide directional airflow and are checked regularly by FME

2. Emergency response plans are posted in all animal care facilities and include phone numbers of principle investigators, animal care staff, security, OHS and EHS

ASSESSMENT OF EMPLOYEE'S WORK AREA FOR HAZARDS/POTENTIAL HAZARDS

ALL EMPLOYEES MUST COMPLETE THIS ASSESSMENT

Many work environments at NCI-Frederick are associated with situations that require safe practices to protect workers from physical and chemical hazards. Physical, chemical and protocol-related hazards that are likely to be associated with work at NCI-Frederick need to be identified. Safeguards necessary to protect employees involved in potentially hazardous work should be followed. Furthermore, for research involving chemicals of unknown hazard or the use of infectious agents, safety considerations need to be incorporated into the design of protocols.

If the employee is exposed to the following on a regular basis, check yes. If not, please check no.

	Yes	No
Ergonomic hazards in workstation layout.....	<input type="checkbox"/>	<input type="checkbox"/>
Glare.....	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous liquid splashes	<input type="checkbox"/>	<input type="checkbox"/>
Volatile chemical exposures	<input type="checkbox"/>	<input type="checkbox"/>
Airborne particulates	<input type="checkbox"/>	<input type="checkbox"/>
High pressure vessels such as compressed-gas cylinders, high pressure washing, equipment, steam generators and autoclaves.....	<input type="checkbox"/>	<input type="checkbox"/>
Electrical hazards	<input type="checkbox"/>	<input type="checkbox"/>
Machinery with moving parts	<input type="checkbox"/>	<input type="checkbox"/>
Projectiles.....	<input type="checkbox"/>	<input type="checkbox"/>
Falling objects.....	<input type="checkbox"/>	<input type="checkbox"/>
Sharp objects/tools	<input type="checkbox"/>	<input type="checkbox"/>
Crush/pinch hazards	<input type="checkbox"/>	<input type="checkbox"/>
Heat and high temperatures	<input type="checkbox"/>	<input type="checkbox"/>
Ultraviolet Radiation.....	<input type="checkbox"/>	<input type="checkbox"/>
Lasers	<input type="checkbox"/>	<input type="checkbox"/>
Ionizing Radiation	<input type="checkbox"/>	<input type="checkbox"/>
Noise levels interfering with normal conversation.....	<input type="checkbox"/>	<input type="checkbox"/>
Animal dander.....	<input type="checkbox"/>	<input type="checkbox"/>
Zoonoses	<input type="checkbox"/>	<input type="checkbox"/>
Animal Bites and Scratches	<input type="checkbox"/>	<input type="checkbox"/>
Carcinogens	<input type="checkbox"/>	<input type="checkbox"/>

Hazard Assessment, Continued

Personal protective equipment (PPE)

PPE provides a physical barrier to hazardous materials that have the potential to come into contact with skin, eyes, mucous membranes or clothing. PPE includes gloves, protective clothing (such as lab coats, aprons, and gowns), respirators, hearing protection, face and eye protection (safety glasses, goggles, face shields), and safety shoes.

Do you have available in your work area PPE that:	Yes	No
Protects against hazards identified in previous assessment.....	<input type="checkbox"/>	<input type="checkbox"/>
Offers varied sizes to appropriately fit all workers.....	<input type="checkbox"/>	<input type="checkbox"/>

Does your worker know:

Specific work conditions requiring the use of PPE.....	<input type="checkbox"/>	<input type="checkbox"/>
Which specific type PPE to use for specific hazards	<input type="checkbox"/>	<input type="checkbox"/>
How to put on and adjust PPE properly	<input type="checkbox"/>	<input type="checkbox"/>
How to remove and dispose PPE appropriately.....	<input type="checkbox"/>	<input type="checkbox"/>
How to store PPE properly.....	<input type="checkbox"/>	<input type="checkbox"/>
Limitations in PPE protection and useful life	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals will eventually permeate any glove material.....	<input type="checkbox"/>	<input type="checkbox"/>
Latex allergy can result from repeated exposures to proteins in latex through skin contact or inhalation.	<input type="checkbox"/>	<input type="checkbox"/>

Do gloves match identified hazards:

- Insulated gloves for heat or cold.....	<input type="checkbox"/>	<input type="checkbox"/>
- Rubber gloves with insulated liners for electricity	<input type="checkbox"/>	<input type="checkbox"/>
- Leather gloves for handling jagged materials or heavy objects	<input type="checkbox"/>	<input type="checkbox"/>
- Neoprene or nitrile rubber gloves for corrosives	<input type="checkbox"/>	<input type="checkbox"/>
- Gloves designed to protect against specific chemical hazards.....	<input type="checkbox"/>	<input type="checkbox"/>

_____ Print Employee Name	_____ Employee Signature	_____ Date
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_____ Print Supervisor Name	_____ Supervisor Signature	_____ Date
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**PLEASE MAKE A COPY FOR THE EMPLOYEE TO KEEP AND REVIEW,
AND RETURN THIS ORIGINAL TO ENVIRONMENT, HEALTH AND SAFETY
BLDG. 426, ROOM 118**

