

**To:** NCI at Frederick Supervisors

**From:** Terri S. Bray  
Director, Environment, Health and Safety Program

**Re:** New Employee Safety Checklist / EHS Medical Surveillance Enrollment Form

You have been identified as the supervisor of a new employee.

The New Employee Safety Checklist documents that the supervisor has provided job-specific safety training necessary to meet Federal and State regulations and NCI at Frederick Policy & Procedure 700. This safety training must be completed **before the employee is exposed to potential hazards in the workplace.**

For each new employee the supervisor must:

1. Review in detail each applicable element of the attached New Employee Safety Checklist.
2. Complete and sign this page, along with the employee, to certify that the Checklist has been reviewed, that the supervisor has provided workplace-specific training, and the employee understands this training.
3. Complete the EHS Medical Surveillance Enrollment Form (MSEF) (Page 2).
4. Return the checklist and MSEF to EHS (page 1 and page 2) within five (5) working days.

You may also download these forms at:

<http://home.ncifcrf.gov/ehs/uploadedFiles/New%20Employee%20Orientation%20Checklist03.pdf>

If you have any questions or need any help, please call EHS at 301-846-1451. You will be referred to the appropriate person to address your concern.

New Employee: \_\_\_\_\_ Employee #: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Employer: \_\_\_\_\_

**Employee: I certify that I have received and understood this job-specific safety training:**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**Supervisor: I certify that I have provided job-specific safety training as required by NCI at Frederick P&P 700**

Print Supervisor Name \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN to EHS: Building 426 – Fax: 301-846-6619 – Email: [ehsforms@nih.gov](mailto:ehsforms@nih.gov)**

# EHS MEDICAL SURVEILLANCE ENROLLMENT FORM

**PLEASE RETURN to EHS: Building 426 – Fax: 301-846-6619 – Email: [ehsforms@nih.gov](mailto:ehsforms@nih.gov)**

Please print when completing this form

EMPLOYEE NAME: \_\_\_\_\_

EMPLOYEE#: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

BLDG/RM: \_\_\_\_\_

Will employee enter an NCI animal facility:  YES  NO

Annual Update

New Hire If YES, provide start date: \_\_\_\_\_

Job Transfer

Minor (under 18 years of age)

## JOB CATEGORY \*\*\*MANDATORY\*\*\*

Check ALL categories that apply

Laboratory Employee

FME Service Employee

Administrative Functions Only (*not in a lab*)

Exposure to Research Animals

FME Employee

Administrative functions (non-office setting)

Non-Human Primate Handler

Protective Services

Other \_\_\_\_\_

EHS/OHS

Courier

Health Care Employee

Warehouse/Mailroom

## JOB HAZARD ASSESSMENT

**BIOLOGICAL HAZARDS \*\*\*MANDATORY\*\*\***

THESE HAZARDS ARE NOT APPLICABLE

### ANIMAL MATERIALS:

Live animals  Unfixed Tissues  Urine, Feces or Dander

### HUMAN MATERIALS:

Blood, Body fluids and Tissues  Cell Lines (human)  OPIM  Other (Specify: \_\_\_\_\_)

### NON-HUMAN PRIMATE MATERIAL:

Blood  Tissues  Other (Specify: \_\_\_\_\_)

### INFECTIOUS MATERIALS: (Direct contact with live virus)

Epstein Barr Virus (EBV)

Polio

Vaccinia

Hepatitis C

Rabies

Varicella

Herpes Simplex

Retrovirus Production Worker (>10L)

Other (Specify: \_\_\_\_\_)

Influenza

Toxoplasma gondii

VIRAL VECTORS (*Ex. adeno, lenti, retro*)

TOXINS:  Diphtheria  Pertussis  Other (Specify: \_\_\_\_\_)

**LIST ALL APPLICABLE IBC REGISTRATION #(S) : \_\_\_\_\_**

**GENERAL SAFETY HAZARDS \*\*\*MANDATORY\*\*\***

THESE HAZARDS ARE NOT APPLICABLE

NOISE EXPOSURE > 85dBa for 8 hrs

FORKLIFT OPERATOR

RESPIRATOR Required (Specify: \_\_\_\_\_)

**RADIATION HAZARDS \*\*\*MANDATORY\*\*\***

THESE HAZARDS ARE NOT APPLICABLE

LASERS (*CLASS IIIB or IV*)

X-RAY MACHINES, ELECTRON MICROSCOPES, IRRADIATORS (Specify: \_\_\_\_\_)

RADIOACTIVE MATERIALS (Specify isotopes: \_\_\_\_\_)

SUPERVISOR (Printed Name): \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

# NCI at Frederick New Employee Safety Checklist

## Safety & Health Policy & Programs

The NCI at 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 available to help supervisors carry out their responsibilities.

### Check each section as they are covered:

- A. Review program-specific safety policies and programs and relevant Safetygrams, found on the EHS website under the “useful documents” link: <http://home.ncifcrf.gov/ehs/ehs.asp?id=35> 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 at Frederick’s Safety and Environmental Compliance Manual is found at the EHS web site under “useful documents”. Employee knows how to locate this document and has read pertinent chapters.
- E. Encourage safety suggestions and prompt reporting of unsafe conditions. Anonymous Near Miss reporting is available at: <http://home.ncifcrf.gov/ehs/uploadedFiles/Near%20Misses%20%20Hazards.pdf>
- F. Emphasize Safety Principles: **No work is so important that it should be undertaken in an unsafe manner.**
1. Accidents are preventable
  2. Safety is an integral part of any job
  3. Supervisor responsibilities – To train and instruct
  4. Employee responsibilities – To understand, report, and comply

## HAZARD ASSESSMENT: ALL EMPLOYEES

Physical and chemical hazards in NCI at Frederick workplaces must be identified so that employees are properly trained and protected, and so that safety considerations are included in working procedures.

Check all Hazards the employee is exposed to in the following table:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Ergonomic hazards in workstation layout | <input type="checkbox"/> Glare                   | <input type="checkbox"/> Hazardous Liquid Splashes          |
| <input type="checkbox"/> High pressure (water, steam, air)       | <input type="checkbox"/> Electrical Hazards      | <input type="checkbox"/> Airborne particulates              |
| <input type="checkbox"/> Machinery with moving parts             | <input type="checkbox"/> Projectiles             | <input type="checkbox"/> Falling objects                    |
| <input type="checkbox"/> Sharp objects/tools                     | <input type="checkbox"/> Crush/pinch hazards     | <input type="checkbox"/> Heat and high temperatures         |
| <input type="checkbox"/> Ultraviolet Radiation                   | <input type="checkbox"/> Lasers                  | <input type="checkbox"/> Ionizing Radiation                 |
| <input type="checkbox"/> High Noise levels                       | <input type="checkbox"/> Animal dander           | <input type="checkbox"/> Animal bites & scratches, zoonosis |
| <input type="checkbox"/> Compressed gases                        | <input type="checkbox"/> Oxidizers               | <input type="checkbox"/> Corrosive liquids or solids        |
| <input type="checkbox"/> Flammable liquids, gases, or solids     | <input type="checkbox"/> Explosives              | <input type="checkbox"/> Unstable or reactive chemicals     |
| <input type="checkbox"/> Poisons or reproductive toxins          | <input type="checkbox"/> Carcinogens or mutagens | <input type="checkbox"/> Allergens or sensitizers           |
| <input type="checkbox"/> Human Blood or body fluids              | <input type="checkbox"/> Biological Toxins       | <input type="checkbox"/> Infectious material                |
| <input type="checkbox"/> Heat and cold stress                    | <input type="checkbox"/> Dusts and Mists         | <input type="checkbox"/> Repetitious tasks                  |
| <input type="checkbox"/> Lifting and Bending                     | <input type="checkbox"/> Slippery work surfaces  | <input type="checkbox"/> Weather Environmental hazards      |
| <input type="checkbox"/> Vibrations                              | <input type="checkbox"/> Confined spaces         | <input type="checkbox"/> Heights                            |

# All Employees

Check each item as it is discussed:

## I. 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 personal 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.

- Employee has been provided with safety eyewear and other necessary protective clothing and equipment. Supervisor has confirmed that the employee knows how to use protective clothing and equipment before starting work.
- PPE is available that protects against identified hazards
- Offers a selection in varied sizes to appropriately fit all workers
- Specific work conditions requiring the use of PPE
- The type of PPE to use for specific hazards
- How to put on and adjust PPE properly
- How to remove and discard PPE appropriately
- How to store PPE properly
- Limitations in PPE protection and useful life
- Chemicals will eventually permeate any glove material
- Latex allergy can result from repeated exposures to proteins in latex through skin contact or inhalation
- Insulated gloves for heat or cold
- Rubber gloves with insulated liners for electricity
- Leather gloves for handling jagged materials or heavy objects
- Gloves designed to protect against specific chemical hazard

## II. Accidents, Injuries, & Illnesses

- A. Emergency telephone number (Fire and Medical): 911
- B. 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.
- C. Report to OHS, Bldg. 426, 301-846-1096 during working hours (8:00 am to 4:30 pm).
- D. Employee expected to administer First Aid & CPR, must be trained and certified. Contact OHS for training schedule.

## III. Medical Surveillance Enrollment Form (MSEF)

- Supervisor has completed the Medical Surveillance Enrollment Form, and returned the form to EHS, Bldg. 426.  
Link: <http://home.ncifcrf.gov/ehs/uploadedFiles/Medical%20Surveillance%20Enrollment.pdf>

## IV. Work Area(s)

- A. Tour work area(s) with the employee to review the location of hazards, administrative controls, and the location of safety equipment such as emergency shower, eyewash, fire extinguisher, and fire alarm pull station.
- B. Employee understands after-hours operations, 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 at Frederick and DHHS locations are tobacco free.
  3. Areas that require eye protection
  4. Designated Areas for work with highly toxic, carcinogenic and reproductive toxic chemicals and/or radioactive materials.
  5. Areas that must remain unobstructed for safe egress, such as corridors and stairwells.
  6. Types of safety equipment which should never be blocked (e.g. eyewash stations, emergency showers, electrical panels)
  7. Restricted access areas and procedures to gain access
- D. Signal Systems: review types of alarms in area, how they are activated, what they mean and how to respond (e.g. equipment alarms, oxygen deficiency alarms, etc.)
- E. Motorized company vehicles
  1. Seat belt use is required
  2. Vehicle operation requires valid driver's license.
  3. Powered Industrial Truck (Forklift) operation: requires NCI at Frederick training and certification before operating; contact EHS at 301-846-1451 to schedule training.

## V. Life Safety and Fire Prevention

- 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. Advanced Technology Research Facility (ATRF) Fire Emergency Action Plan  
<http://ncifrederick.nci.nih.gov/ATRFHome/SitePages/Fire%20Emergency%20Action%20Plan%20for%20the%20ATRF.aspx>
  3. 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  
Identify assembly area and evacuation route for work area. Assembly Areas available at the Life Safety and Fire Prevention link:  
<https://ncifrederick.cancer.gov/ehs/EvacuationMap.aspx>

#### VI. General Chemical Safety

- A. Operations in their work area where hazardous chemicals are present
- B. Physical hazards and health hazards of specific chemicals or types of chemicals in the workplace
- C. Safe handling of chemicals in the workplace, including any program-specific procedures
- D. Emergency procedures for chemical spills and exposures

#### VIII. Transporting Hazardous Materials. Employee Understands

- A. How to transport hazardous materials within and between buildings. See Safetygram 158: Safe Handling and Transport of Hazardous Materials <http://home.ncifcrf.gov/ehs/uploadedFiles/ISM-158.pdf>
- B. Procedures for shipping hazardous materials off-site. See P&P 511  
<http://ncifrederick.cancer.gov/staff/policies/Documents/500/511.pdf>

#### IX. Environmental Compliance and Pollution Prevention

- A. Does the new employee know how to dispose of:
  1. Recyclable material (e.g. glass, aluminum, paper, plastic, scrap metal, batteries, Tyvek, pipette tip trays, printer cartridges etc.; see <http://home.ncifcrf.gov/ehs/recycling/>)
  2. Trash / municipal waste)
  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> )
  6. Advanced Technology Research Facility (ATRF) waste disposal procedures  
<http://ncifrederick.nci.nih.gov/ATRFHome/SitePages/ATRF%20Waste%20Guidelines.aspx>
- 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 at Frederick Environmental Management System (EMS), if applicable
- C. Chemical Waste (Refer to Chapter D-1, Waste Management, of the EHS Safety and Environmental Compliance Manual). Is the employee aware of:
  1. All procedures (including spills) that may generate hazardous waste?
  2. Requirements for chemical waste disposal:
    - Proper waste containers
    - Containers always closed except when waste is added
    - NCI at 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.)

**X. Other Occupational Hazards** (Train employee on job-specific program S.O.P.)

- A. Will the employee perform work in permit-required confined spaces?
- B. Will the employee use lockout/tagout procedures to control hazardous energy sources?
- C. Will the employee work above 6 feet from the ground and require fall protection?

## LABORATORY SAFETY CHECKLIST

Will the employee work in a laboratory?  Yes (complete the following checklist)  No (If no, skip to page 7)

**I. General Laboratory Safety. The employee understands:**

- A. No eating, drinking, or storing food or drinks in the laboratory
- B. Warning signs for laboratory hazards
- C. Keep storage areas and labs neat and clean
- D. Use puncture-resistant containers for the disposal of sharps
- E. No mouth pipetting

**II. Chemical Safety in the Laboratory. The employee understands:**

- A. How to access the NCI at Frederick Chemical Hygiene Plan:  
[http://home.ncifcrf.gov/ehs/uploadedFiles/C-1\\_Chemical\\_Hygiene\\_Plan.pdf](http://home.ncifcrf.gov/ehs/uploadedFiles/C-1_Chemical_Hygiene_Plan.pdf)
- B. How to access the OSHA Laboratory Standard and its appendices  
[https://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=10106](https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10106)
- C. Program-specific SOPs for hazardous chemicals in work area
- D. Check labels / Safety Data Sheets before each new task to identify potential hazards, incompatible substances, engineering controls, safe procedures, additional PPE, etc. (see <http://home.ncifcrf.gov/ehs/ehs.asp?id=75> for Safety Data Sheet links).
- E. Properly label all transfer containers whenever a chemical is removed from its original container (unless under direct control at all times)
- F. Store acids and bases in separate areas/drip trays
- G. Treat any unfamiliar or unknown substance as potentially hazardous
- H. Assume any mixture is at least as hazardous as its most hazardous component
- I. Regularly review chemical supplies for excess or deteriorated stock
- J. Keep hazardous substances in unbreakable containers or in chemical-resistant trays whenever practical.
- K. Date containers of peroxide forming chemicals and dispose of within one year if unopened and within 6 months after opening (Examples include ether and tetrahydrofuran)
- L. How to recognize the presence or release of hazardous chemicals in the workplace (exposure monitoring, visual appearance, odors, etc.)
- M. Chemical storage: proper labeling, storage areas and segregation, volume limits
- N. Flammable liquids: Safe handling procedures, volume limits, use of flammable safety cans, flammable storage cabinets, and flammable storage rooms
- O. Compressed gases: securing cylinders at all times; safe use, handling, and transportation
- P. Procedures for use of controlled substances and accountable materials.

**III. Personal Protective Equipment (PPE). The employee understands:**

- A. Minimum PPE in the laboratory includes:
  1. Fully-fastened laboratory coat
  2. Safety glasses with side shields (not regular prescription glasses)
  3. Closed-toe shoes
  4. Appropriate gloves
- B. Tasks where additional PPE must be worn to protect the employee (Caustic liquids, high pressure liquids)
- C. Laboratory coats, gloves, and scrubs shall not be worn outside the laboratory

**IV. Laboratory equipment. Employee understands:**

- A. Proper use of chemical fume hoods. EHS can provide training upon request. (See also Safetygram # 143).
- B. How to check that chemical fume hoods are operating properly before use
- C. Safe operation of autoclaves, if applicable

- D. Discard any damaged glassware; do not use
- E. Hazards and safe operation of other equipment and instruments used in the laboratory.

**V. E. Biological Safety in the Laboratory. Employee understands:**

- A. Institutional Biosafety Committee (IBC) registration requirements for work with rDNA, infectious materials (including human cell lines), and genetically modified research animals
- B. Standard Operating Procedures for each IBC registration
- C. Specific biological hazards in the workplace
- D. Route of exposure/symptoms of exposure to infectious agent(s) employee will be using
- E. How to work safely in the biological safety cabinet. EHS can provide training upon request. (See Safetygram #144).
- F. How to properly decontaminate biological safety cabinets after use.

## **CHECKLIST FOR ANIMAL CARETAKERS, TECHNICIANS AND OTHER ANIMAL CARE PERSONNEL**

**Will the employee direct contact with animals, animal dander, or animal wastes\*? Yes  No**

**\*If yes, please complete the following checklist. If no, skip the rest of this page.**

**Work Practices**

Work practices to minimize exposure to hazards are outlined in detail in animal facility Standard Operating Procedures (SOPs). In general, the following procedures are used to minimize risk:

**The employee:**

- 1. Has access to and understands the safety hazards and program specific SOPs for equipment and hazardous chemicals used in the workplace
- 2. Handles animals with care and proper restraint to prevent scratches and bites

**Work Areas:**

**Employee is familiar with:**

- 1. Work areas that have restricted access
- 2. Work areas that have posted warnings of hazards and advice about special requirements
- 3. Ergonomic hazards, which can be minimized with proper training, engineering controls, and administrative controls
- 4. Autoclave hazards
- 5. Animal dander and allergen risks
- 6. Exposure potential from changing bedding
- 7. Safe materials handling techniques

**Employee understands:**

- 1. Ventilation system(s) provide directional airflow
- 2. Emergency response plans are posted in all animal care facilities and include phone numbers of principal investigators, animal care staff, security, OHS and EHS

**Biological Safety in Animal Facilities. Employee understands:**

- 1. Institutional Biosafety Committee (IBC) registration requirements for work with rDNA, infectious materials (including human cell lines), and genetically modified research animals
- 2. Standard Operating Procedures for each IBC registration
- 3. Specific biological hazards in the workplace
- 4. Route of exposure/symptoms of exposure to infectious agent(s) used