

**Safety Committee Annual Tracking Sheet FY2006/07**

Committee Name: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Committee Members: \_\_\_\_\_

Departments Represented: \_\_\_\_\_

Web page picture current? Yes / No Schedule to update at next meeting if “No.”

Meeting Dates: 1.

2.

3.

4.

**Injuries & Illnesses - <http://www.udel.edu/ehs/accidentrep.html>**

**Proactive Measures:**

How is the need to report injuries and illnesses communicated to department members?

Any training provided on reporting and investigation procedures? (remind them about the videos/classes we have.) When/how many persons trained?

**Reactive Measures:**

Number of injuries/illnesses reported/investigated:

| Month     | Employee injuries/illnesses Reported | Student/Visitor injuries/illnesses reported | Employee investigations | Student/Visitor investigations |
|-----------|--------------------------------------|---|-------------------------|--------------------------------|
| July      |                                      |   |                         |                                |
| August    |                                      |   |                         |                                |
| September |                                      |   |                         |                                |
| October   |                                      |   |                         |                                |
| November  |                                      |   |                         |                                |

|               |  |  |  |  |
|---------------|--|--|--|--|
| December      |  |  |  |  |
| January       |  |  |  |  |
| February      |  |  |  |  |
| March         |  |  |  |  |
| April         |  |  |  |  |
| May           |  |  |  |  |
| June          |  |  |  |  |
| <b>Totals</b> |  |  |  |  |

|                                   |
|-----------------------------------|
| <b><i>Emergency Planning:</i></b> |
|-----------------------------------|

***Proactive Measures:***

Does the building have a current evacuation plan with the gathering point illustrated? If not, forward the request to Kevin McSweeney. <http://www.udel.edu/ehs/evacposting.html>

How many fire drills/building evacuations have been performed?  
<http://www.udel.edu/ehs/firedrill.html>

| <b>Building</b> | <b>Date</b> | <b>Reason</b> |
|-----------------|-------------|---------------|
|                 |             |               |
|                 |             |               |
|                 |             |               |
|                 |             |               |
|                 |             |               |
|                 |             |               |
|                 |             |               |

Has the unit completed the Disaster Planning template? [www.udel.edu/emelop](http://www.udel.edu/emelop)  
The plan must be updated annually. Are they conducting training on the plan each year?

Does the facility house AEDs? Are they current with the program? i.e CPR/AED training up to date, AEDs maintained and inspected. <http://www.udel.edu/ehs/AED.html>

***Reactive Measures:***

How many fires/evacuation incidents have occurred? Include dates if possible.

Has the AED been used? When? Was a report of the event shared with EHS?

|  |
|--|
| <b><i>Safety Promotion - <a href="http://www.udel.edu/ehs/safetyposter.html">http://www.udel.edu/ehs/safetyposter.html</a></i></b> |
|--|

***Proactive Measures:***

1. Does the committee have a safety bulletin board(s)? What is posted?
2. Does the committee participate in the hard copy poster rotation program? Who is the contact person? \_\_\_\_\_
3. Does the committee post electronic posters, email them, or neither (circle one)
4. Is the committee aware of their web site on EHS' site? Is there anything we can post to this page to be helpful to them for recordkeeping or program support?  
<http://www.udel.edu/ehs/safetycomm/chairs.html>
5. Any departmental recognition programs that highlight safe practices? Are they successful?
6. What department policies have been established regarding safety? Suggest they be posted to web site.

Lightning Safety:

Personal Protective Equipment:

Use of Cell phones when doing field work:

Chemical transport among labs:

Others:

7. Have you received the "Department of the Month" or "Safety Committee of the Year" recognition? When?

***Reactive Measures:***

Does the department have any reporting programs for violators of safety practices? Are they successful?

***Facility Inspections - <http://www.udel.edu/ehs/qfacilinsp.html>***

**Proactive Measures:**

**Type of inspections completed: (quarterly requirement)**

\_\_\_\_\_ General Facility Inspection: <http://www.udel.edu/ehs/safetycomm/firesecu.pdf>  
All non-laboratory areas

\_\_\_\_\_ Laboratory Inspection: <http://www.udel.edu/ehs/chemical/labinfor.doc>  
Laboratory areas

| Quarter | Committee | Self inspection | Peer | DOHS | # of inspections completed |
|---------|-----------|-----------------|------|------|----------------------------|
|         |           |                 |      |      |                            |
|         |           |                 |      |      |                            |
|         |           |                 |      |      |                            |
|         |           |                 |      |      |                            |
|         |           |                 |      |      |                            |

Training provided for inspectors? Yes / No

**Reactive Measures:**

How many violations reported?

| Quarter | # of inspections | # of violations | New violations | Recurring violations | Corrected violations |
|---------|------------------|-----------------|----------------|----------------------|----------------------|
| 1       |                  |                 |                |                      |                      |
| 2       |                  |                 |                |                      |                      |
| 3       |                  |                 |                |                      |                      |
| 4       |                  |                 |                |                      |                      |
| Total   | 0                | 0               |                |                      |                      |

Additional types of safety program evaluations?

***Proactive Measures:***

***Which of the following required training classes are applicable for the activities the department conducts?***

| <b>Training Class</b>                            | <b>Numbers of persons Trained</b> | <b>Method used – WebCT/ live presentations</b> |
|--|-----------------------------------|--|
|  |                                   |  |
| New Graduate Student Safety Orientation          |                                   |  |
| Right to Know                                    |                                   |  |
| Bloodborne Pathogens                             |                                   |  |
| Radiation Safety – Xray<br>Radioactive materials |                                   |  |
| Chemical Hygiene Plan                            |                                   |  |
| Hydrofluoric Acid                                |                                   |  |
| Biosafety  |                                   |  |
| Waste Management                                 |                                   |  |
| Respiratory Protection                           |                                   |  |
| Fire Safety/Fire Extinguishers                   |                                   |  |
| Confined Space                                   |                                   |  |
| Dry Ice Shipping                                 |                                   |  |
| CPR/AED  |                                   |  |

***Additional Training classes provided:***

| <b>Training Class</b>                  | <b>Numbers of persons Trained</b> | <b>Method Used: WebCT/Live presentations</b> |
|--|-----------------------------------|--|
|  |                                   |  |
| Laser Safety                           |                                   |  |
| Proper Lifting                         |                                   |  |
| Ergonomics                             |                                   |  |
| Lock out Tag out                       |                                   |  |
| Forklift                               |                                   |  |
| Fall Protection                        |                                   |  |
| Lab inspection                         |                                   |  |
| Injury/Illness reporting/investigation |                                   |  |
| DOT                                    |                                   |  |
| Lyme Disease                           |                                   |  |
| Job Hazard Analysis                    |                                   |  |
| Lab Animal Training                    |                                   |  |

|                    |  |  |
|--------------------|--|--|
| Indoor Air Quality |  |  |
| Asbestos Awareness |  |  |

Video lending Library: <http://www.udel.edu/ehs/videochoice.html>

Is WebCT being used for training? If not, why? Remind them that there is a guest account that can be used to view programs or to allow visitors working in the lab who are not UD employees to take the training.

Other types of safety education? Sharing incident reports? Presentations at Faculty/Departmental meetings?

***Reactive Measures:***

Training violations noted:

|  |
|--|
| <b><i>Chemical Hygiene</i></b> - <a href="http://www.udel.edu/ehs/chemhygieneplan.pdf">http://www.udel.edu/ehs/chemhygieneplan.pdf</a> |
|--|

***Proactive Measures:***

1. Chemical Inventories available in:

No labs      Some labs      All labs      Frequency Updated: \_\_\_\_\_

2. Inventories maintained as:

Hard copy      Excel Spreadsheet      Word Document      Lab Management

3. Committee receiving reports from Chemical Hygiene Committee Rep? yes / no

4. Does the Chemical Hygiene Officer pre-approve chemical purchases? all / some  
Explain:

5. Extremely Toxic / Carcinogenic Materials:

[www.udel.edu/ehs/chpsop/toxicsop.doc](http://www.udel.edu/ehs/chpsop/toxicsop.doc)

Are all uses approved by the Chemical Hygiene Officer? Yes / No

6. Have lab personnel completed JHAs or SOPs for lab operations to designate PPE and provide training to lab workers? <http://www.udel.edu/ehs/jha.html>  
List JHAs that have been completed:

***Reactive Measures:***

What incidents have occurred in the department? Has a report/investigation been completed? What action has been taken to prevent recurrence?

|  |
|--|
| <p><b><i>General discussions/Safety Committee meeting notes/What's New</i></b></p> |
|--|

***Summer safety issues: July - September***

- Remember Campus fire safety month – September
- September Drivers License Verification month
- Heat Stress concerns
- September National Preparedness Month

Other issues discussed:

***Fall Safety Issues: October – December***

- October: Eye Injury Prevention Month
- October: Fire Prevention Week – Change out smoke detector batteries
- December: Workplace Chemical list updates
- Holiday Decorations safety concerns <http://www.udel.edu/ehs/decorations.html>

Other issues discussed:

***Winter safety issues: January - March***

- Cold weather safety
- Walking/Driving on icy surfaces
- Space Heater safety
- Drivers License Verification month
- February Heart Month – CPR/AED emphasis

Other issues discussed:

***Spring Safety issues: April-June***

- Spring time change- change smoke detector batteries
- Safety Committee recognition luncheon – Reading Day – May 24<sup>th</sup>?
- Safety Committee annual report due June 30<sup>th</sup>
- Campus water sampling occurs in May
- Obtain items from the committee that they have been unable to resolve and wish to forward to the Risk Management Advisory Council for their attention.

Other issues discussed:

***Recommendation for DOM? Yes / No If yes, why?***