

# PURDUE UNIVERSITY

## Integrated Safety Plan Self-Audit

The Integrated Safety Plan (ISP) is Radiological and Environmental Management's (REM's) strategic goal to promote safety and compliance throughout the campus community. Our goal is to have every employee represented by a Certified Safety Program. The desired outcomes of the ISP are to:

1. Integrate environmental health and safety into Purdue's learning, discovery, and engagement mission
2. Promote individual accountability for safety and regulatory compliance
3. Ensure a proactive system is in place to address environmental health and safety issues
4. Improve the level and consistency of regulatory compliance
5. Reduce employee injury rates through timely and effective communication and training

As a reward for participation, a **Certified Safety Program** will be indemnified from environmental health and safety regulatory fines as long as they continue to act in good faith. Certification renewal is required annually. Integrated Safety Plan certification includes at least the following elements:

1. Developing an area safety committee
2. Establishing communication channels for safety issues
3. Demonstrating upper administrative support for safety
4. Conducting self-audits for laboratories, shops, conference rooms, etc. (within 6 months before the audit date)
5. Abating deficiencies found during the self-audit
6. Successfully completing a REM safety program audit

The **Self-Audit Checklist** is a tool to evaluate safety and compliance in your area. A checklist is required for all building spaces assigned to or under control of the unit being certified. Please adhere to the following guidelines when completing the self-audit.

1. The person completing the self-audit should be knowledgeable about the operations of the space and have the authority to affect positive changes. Appropriate persons to complete the self-audit may include the PI, supervisor, lab manager, or shop manager, designated research student, or designated staff member.
2. The self-audit is designed to help identify areas where improvement is needed. You are on the honor system when completing the form.
  - a. The first questions of each section help identify applicability. In some sections a "no" (N) answer to a question may instruct you to move to the next section. In some cases, a question in an applicable section may not apply to your circumstances.
  - b. Most questions are structured to self-indicate where improvement is needed. A "yes" (Y) answer indicates you are doing well. A "no" (N) answer may indicate you need improvement.
3. The PI must sign and date the last page of the audit form to affirm the following:
  - a. Their responsibility for the area
  - b. They have reviewed the self-audit
  - c. Any deficiencies identified will be corrected in a timely manner
4. Ensure Self-Audit Checklists submitted for REM review have been completed within six (6) months before the audit date.

If you have any questions about the self-audit, certifying your safety program, or ISP, contact any of the ISP team leaders listed on the following page.