

U.S. National Poultry Research Center's Safety & Health Newsletter

Volume 1, February 2016

We are working to keep you better informed and protected!

On The Horizon...

FEB. 5

Chemical Inventory Updates Due

FEB. 11

Black History Celebration
2 PM – Auditorium

FEB. 15

President's Day
Federal Holiday

FEB. 19

Annual Facility Inspection
Concludes

FEB. 24

USNPRC Blood Drive
RRC Campus Cafeteria



Visit Our Safety Website
www.ars.usda.gov/SAA/RRC/Safety



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FEBRUARY IS BIOSAFETY & SAFETY AWARENESS MONTH!

In this issue:

- Biosafety & Safety Awareness Month
- Documenting Training in AgLearn
- Avoiding Slips, Trips, and Falls

USDA ARS 2016 Biosafety & Safety Awareness Month

The ARS Biosafety, Safety and Health Leadership Steering Committee has designated February as “**ARS Biosafety and Safety Awareness Month**”. ARS locations will be focusing on risk assessment, inactivation protocols, and supervisory safety roles and responsibilities. Webinars developed by safety experts both inside and outside of the Agency will be presented during February.

Although February is Biosafety and Safety Awareness Month, the following requirements should be met by **March 28, 2016**:

Biosafety:

- 1) **Biological Inventory Monitoring Record Review** – all facilities storing or using animal, plant or human infectious materials or biological toxins should review existing inventory records to ensure their accuracy and update if necessary. *(Ensure all pathogens are accounted for on your Laboratory and Facility Inventories. These inventories should align with the National Pathogen Inventory (NPI). If there are scientists who have recently retired, ensure responsibility for their pathogens has been assumed by other trained biosafety personnel.)*
- 2) **Biosafety Training and Awareness Activities** –There are no set courses or required time to be spent on training. The laboratory supervisor is responsible for ensuring that appropriate and adequate training of their personnel is provided and documented. *(Ensure personnel working with biohazards are trained in the following areas: The hazards of the agent(s) they work with including specific training in the procedures conducted in the laboratory and the precautions to be taken; Inactivation procedures and confirmation protocols to ensure inactivation has occurred; Correct use of laboratory equipment and engineering controls (BSCs, CFH, etc.); Laboratory specific emergency response procedures or plans including procedures for dealing with accidents contaminating personnel or the environment; Selection, use and storage of appropriate personal protective equipment (PPE); Appropriate physical security and reporting requirements; Occupational health requirements and options.)*

Employee Participation and Engagement

There are a variety of options for supervisors to utilize to promote employee participation and engagement during the Biosafety & Safety Awareness Month to include:

- 1) **Guest Speakers Biosafety** - Joseph Kanabrocki, Ph.D., CBSP, Associate Vice-President for Research Safety and Professor of Microbiology in the Biological Sciences Division of the University of Chicago and Robert Hawley, Ph.D., RBP, SM(NRCM), CBSP, Independent Consultant, Biosafety and Biosecurity. **February 23, 2016 at 2:00 pm EST (1:00 pm CST)**
- 2) Additionally, there are a number of biosafety training modules on AgLearn that range from introductory biosafety courses to more involved regulations and guidelines in biosafety. You will also find a course in Field Animal Biosafety, Field Plant Biosafety and Biocontainment.

USDA ARS 2016 Biosafety & Safety Awareness Month continued...

Safety:

- 1) Hazardous Chemical Inventory – all locations using hazardous chemicals should ensure they have conducted a hazardous chemical inventory in the last 12 months. *(Ensure all chemicals at your Location are accounted for on your Facility Inventory including pesticides.)*
- 2) Safety, Health and Environmental Training and Awareness Activities – All employees are encouraged to participate in Safety, Health, and Environmental Training and Awareness Activities. Training can include one of the over 150 SkillSoft Courses in AgLearn. However, Global Harmonized System (GHS) and Supervisors' Safety Roles and Responsibilities Trainings are required and must be documented in AgLearn. If you have documentation verifying you have completed these trainings, use the instructions attached to the email associated with this newsletter and document it in AgLearn.

Employee Participation and Engagement

Headquarters Sponsored Webinars (announcement and webinar link will be sent prior to date). The webinars will be offered in the 2nd floor conference room of the Russell Campus at the corresponding date and time. Additionally, all webinars will be recorded and available on the Axon website.

- 1) ARS Global Harmonized System - required for employees using chemicals who have not previously had similar training. **February 9, 2016 at 3:00 pm EST (2:00 pm CST)**
Who: All employees who work with chemicals and have not previously taken GHS training (Training must be documented in AgLearn), are required to complete the subject webinar.
- 2) Supervisors Safety Roles and Responsibilities - required for all supervisors who have not previously had similar training. **February 11, 2016 at 1:00 pm EST (12:00 pm CST)**
Who: Managers and supervisors who have not previously attended supervisory safety training (Training must be documented in AgLearn) are required to participate.

In The Spot light!

Avoiding Slips, Trips, and Falls: 10 Common Hazards

- 1) **Contaminants on the Floor** – water, oil, etc.
- 2) **Poor Drainage** – Pipes and drains.
- 3) **Indoor Walking Surface Irregularities** – Uneven floor surfaces.
- 4) **Outdoor Walking Surface Irregularities** – Painted surfaces, holes, cracks in concrete, rocks, and debris.
- 5) **Weather Conditions** – rain, ice and snow.
- 6) **Poor Lighting**
- 7) **Stairs and Handrails**
- 8) **Stepstools and Ladders**
- 9) **Trip Hazards: Clutter** – Including wires, hoses and cables.
- 10) **Improper Use of Floor Mats and Runners** – Prevent slips, trips, and falls by wearing slip resistant shoes, clean and maintain work space, use barrier or other indicators to alert others to hazards.

Documenting Training

In AgLearn

During the Biosafety & Safety Awareness month all training must be documented in AgLearn. The steps to do so are as follows:

- 1) From the AgLearn Home Page Easy Links, select **Record Learning**.
- 2) In the Keyword box, enter the title of the course and then click **Next**.
- 3) Locate the course you completed and then click the select button and then the **Next** button.
- 4) From the Completion Status drop-down list, select your completion status and then the **Next** button.
- 5) Enter additional comments if desired and the **Next** button.
- 6) Click **Finish** to record your learning completion.

If a survey is attached to the completed training continue with the following steps:

- 7) Select the **Home** tab to return to your To Do List.
- 8) In the **Due within a week** section of your To Do List, locate the evaluation for the course you recently completed.
- 9) Place your mouse cursor over the evaluation survey title, and then select **Open** to launch the survey.
- 10) Select or enter a response for each of the survey questions.
- 11) At the bottom of the evaluation survey, select **Submit** to save your responses.
- 12) From your Home page, select the **Completed Work** Easy Link to see your recently completed course in the Completed Work area.

Understand The GHS Warning Signs!

