

## Work Function and Hazard Exposure Assessment Worksheet for PeopleSoft Setup Panels

This worksheet should be completed for each active position in the department. The supervisor is the most qualified person to complete this assessment.

Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Position Number: \_\_\_\_\_

Name of Person Currently in Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Primary Work Function Assessment (check one)	
<input type="checkbox"/> Clinical Function	Primarily characterized by activities involving patient contact and exposure to blood or other potentially infectious materials. May be subject to requirements imposed by accreditations or regulatory agencies, e.g. JCAHO and CLIA. Certain clinics may have exposure to hazardous drugs.
<input type="checkbox"/> Laboratory Function	"Wet lab" environment; typified by the use of hazardous chemicals, biological materials and/or radioactive isotopes under the guidance of a Principal Investigator. These labs generate hazardous waste.
<input type="checkbox"/> Administrative/Academic Function	Primarily an office type environment which does not generally involve exposure to hazardous materials. Some workers in this environment may have patient contact.
<input type="checkbox"/> Engineering/Animal Resources/Other Support	Those departmental units distinguished by work requiring understanding of electrical safety, confined space entry, asbestos operations, powered equipment, welding, and machine guarding. Examples: Engineering, Printing Services, Environmental Services (housekeeping), Shipping and Receiving, and Animal Resources care staff.

Hazard Exposure Assessment (check all that apply)		
<b>Section I: Animal Contact</b>		
<input type="checkbox"/> No anticipated exposure to laboratory animals in the conduct of research	<b>NO PS</b>	<i>If no exposure, then go to Section II.</i>
<input type="checkbox"/> Works in a lab which uses animals for research	<b>ANIMA</b>	Person has contact with or works in close proximity to laboratory animals. Each species of animal, which applies, should be checked.

<input type="checkbox"/> Birds <input type="checkbox"/> Carnivores (e.g., dogs, cats, ferrets or bats) <input type="checkbox"/> Cold blooded (e.g., Amphibians, reptiles, fish) <input type="checkbox"/> Pigs <input type="checkbox"/> Non-human primates <input type="checkbox"/> Non-human primate tissue <input type="checkbox"/> Ruminants (e.g., sheep, cattle, goats) <input type="checkbox"/> Rabbits or rodents <input type="checkbox"/> Other animals	BIRDS CARNVR  CLDBLD  PIGS  NONPRM NONPRMT  RUMINT  RODNT  OTHER	
<b>Section II: Asbestos</b>		
<input type="checkbox"/> No anticipated exposure to asbestos	<b>NO PS</b>	<i>If no exposure, then go to Section III.</i>
<input type="checkbox"/> Performs activities which could disturb asbestos containing materials	<b>ASBES</b>	Asbestos containing materials may be pipe insulation, fire proofing, floor tile, ceiling tile, and/or wall surfacing materials.
<b>Section III: Biological Materials</b>		
<input type="checkbox"/> No anticipated exposure to biological materials	<b>NO PS</b>	<i>If no exposure, then go to Section IV.</i>
<input type="checkbox"/> May work with materials which are biohazardous	<b>BIOLO</b>	Works with or near microorganisms such as viruses, bacteria, fungi, rickettsia, parasites and prions. Cells from human and primate sources, and certain types of nucleic acids such as DNA derived from pathogenic organisms, human oncogenes, and DNA from transformed cell lines are considered biohazards, as well. Those who work only with human blood or body fluids should not check this category.
<input type="checkbox"/> May be exposed to Vaccinia Virus	<b>VACVIR</b>	1) Works directly with wild Vaccinia virus in a laboratory research setting 2) Cares for animals infected with wild Vaccinia virus 3) Administers Vaccinia vaccine or changes dressings



<b>Section VI: Formaldehyde</b>		
<input type="checkbox"/> No anticipated exposure to formaldehyde in a research, clinical or educational setting	<b>NO PS</b>	<i>If no exposure, then go to Section VII.</i>
<input type="checkbox"/> May be exposed to formaldehyde	<b>FORMA</b>	Person works with any amount of formaldehyde formulations.
<b>Section VII: Glutaraldehyde</b>		
<input type="checkbox"/> No anticipated exposure to glutaraldehyde	<b>NO PS</b>	<i>If no exposure, then go to Section VIII.</i>
<input type="checkbox"/> May be exposed to glutaraldehyde	<b>GLUT</b>	Person works with glutaraldehyde containing solutions. Examples are Cidex, Cidex 7, Cidex 14, Cidex 28, and Metricide. These solutions provide high level disinfection for reusable medical instruments or devices, which cannot withstand steam sterilization.
<b>Section VIII: Computer Workstation</b>		
<input type="checkbox"/> Typically works at a computer workstation less than 2 hours per day	<b>NO PS</b>	<i>If less than 2 hours, then go to Section IX.</i>
<input type="checkbox"/> Works at a computer workstation more than 2 hours and less than 4 hours per day <b>(check one)</b>	<b>COM1</b>	Person performs administrative work, which requires working with a PC between 25% and 50% of their time.
<input type="checkbox"/> Works at a computer workstation more than 4 hours per day	<b>COM2</b>	Person performs administrative work, which requires working with a PC between 50% of their time.
<b>Section IX: Cryogenic Materials</b>		
<input type="checkbox"/> No anticipated exposure to cryogenic materials	<b>NO PS</b>	<i>If no exposure, then go to Section X.</i>
<input type="checkbox"/> May handle or work in close proximity to extremely cold liquids	<b>CRYOG</b>	Example: liquid nitrogen
<b>Section X: Respirator Usage</b>		
<input type="checkbox"/> Wearing of a respirator is not anticipated	<b>NO PS</b>	<i>If no respirator use, then go to Section XI.</i>
<input type="checkbox"/> May wear a respirator  <input type="checkbox"/> May wear a respirator due to potential exposure to chemical contaminants	<b>RESPR</b>  <b>CHEM</b>	

<input type="checkbox"/> May wear a respirator to prevent exposure to: airborne transmissible diseases, e.g. TB, SARS, Chickenpox, and rubeola  <input type="checkbox"/> May wear a Self Contained Breathing Apparatus	ATD  SCBA	
<b>Section XI: Radioactive Materials/Machines</b>		
<input type="checkbox"/> Will not work with radioactive materials or with or around radiation producing equipment	<b>NO PS</b>	<i>If no exposure, then go to Section XII.</i>
<input type="checkbox"/> May work with or around radioactive materials/machines  <input type="checkbox"/> May work in a laboratory where radioactive materials are used or stored  <input type="checkbox"/> May work with or around radiation producing equipment  <input type="checkbox"/> May work with an irradiator  <input type="checkbox"/> May perform fluoroscopy	<b>RADIO</b>  LAB  EQUIP  IRRD  FLS	Person works with radioactive materials and radiation sources. This person may be an Authorized User or work under the direct supervision or control of an Authorized User. This category includes those who work with radiation machines which includes teletherapy (gamma knife), cyclotrons, betatrons, x-ray machines, and any other device capable of producing ionizing radiation outside the components of the device.
<b>Section XII: Human blood or body fluids</b>		
<input type="checkbox"/> No reasonably anticipated exposure to human blood, body fluids, or other potentially infectious materials	<b>NO PS</b>	<i>If no exposure, then go to Section XIII.</i>
<input type="checkbox"/> May be exposed to human blood, body fluids, or other potentially infectious materials (Check all that apply)  <input type="checkbox"/> Working in a research laboratory  <input type="checkbox"/> Working in a clinic  <input type="checkbox"/> Drawing blood  <input type="checkbox"/> Starting IV	<b>FLUID</b>  LAB  CLN  BLOOD  IV	Person has reasonably anticipated exposure to human blood or other potentially infectious materials. "Other Potentially Infectious Materials" means (1) The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids; (2) Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and (3) HIV-containing cell or tissue cultures, organ cultures, and HIV- or HBV-containing culture medium or other solutions; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.
<b>Section XIII: Human Patient Contact</b>		
<input type="checkbox"/> No anticipated exposure to patients	<b>NO PS</b>	<i>If no exposure, then go to Section XIV.</i>

<input type="checkbox"/> May interact with patients	<b>PATIE</b>	Person provides <i>direct patient care</i> or provides services (clinical or administrative or other) within 3 feet of a patient for 5 minutes or more.
<b>Section XIV: Laser Safety</b>		
<input type="checkbox"/> No anticipated work with or around class 3a, 3b, or 4 lasers	<b>NO PS</b>	<i>If no exposure, then go to Section XV.</i>
<input type="checkbox"/> May work with or around class 3a, 3b, or 4 lasers	<b>LASER</b>	Class 3 lasers are defined as lasers, which may cause injury through intrabeam viewing, or viewing aspecular reflection for less than 0.25 second. Viewing a diffuse reflection from a Class 3 laser should not cause injury to the eye.  Examples: 3a lasers: laser pointers, laser scanners 3b lasers: spectrometry, stereolithography 4b lasers: surgery, research, drilling, cutting, welding, micromachining
<b>Section XV: Ergonomics</b>		
<input type="checkbox"/> Will not lift, push, or pull objects above 5 pounds	<b>NO PS</b>	<i>If no exposure, then go to Section XVI.</i>
<input type="checkbox"/> Will lift, push, or pull objects above 25 pounds routinely	<b>REPET</b>	Person works in a materials handling or personnel transportation or records environment which involves a significant amount of lifting, pulling, and pulling of carts or dollies, wheelchairs, or other similar equipment. Lifts more than 25 pounds.
<b>Section XVI: Noise Exposure/Hearing Conservation</b>		
<input type="checkbox"/> Will not be exposed to noise levels above 85 decibels	<b>NO PS</b>	
<input type="checkbox"/> May be exposed to noise levels above 85 decibels	<b>NOISE</b>	Works in an area where noise level is 85 decibels or above. Such areas/positions are listed in the Hearing Conservation Program. See <a href="http://www1.wfubmc.edu/NR/rdonlyres/7AB7CC69-2541-4CE4-B6A4-53C516AB481A/0/HearingConservationProgram.pdf.pdf">http://www1.wfubmc.edu/NR/rdonlyres/7AB7CC69-2541-4CE4-B6A4-53C516AB481A/0/HearingConservationProgram.pdf.pdf</a> for list of qualified areas.