Laboratory Safety Self-Assessment Form

(Use this form to assist in conducting an annual lab self-assessment. Retain a copy for your records.)

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| Click or tap to enter a date. | PI/Lab Contact: |
| Building: | Assessment Completed by: |
| Room: | Department: |

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|  | **Information/Postings** | **Y** | **N** | **N/A** | **Comments** |
| 1 | UO Lab Hazard / Contact Information [door sign](https://en.wikipedia.org/wiki/NFPA_704) is current and accurate |  |  |  |  |
| 2 | UO Laboratory Safety Quick-Reference Guide and [UO Emergency Procedures](https://safety.uoregon.edu/emergency-procedures) posted in a visible location near entrance(s) |  |  |  |  |
| 3 | Areas requiring specific personal protective equipment, training, procedures, etc., clearly posted (*e.g.* [Ethidium Bromide](https://safety.uoregon.edu/electrical-safety), [Hydrofluoric Acid](https://safety.uoregon.edu/physical-hazards), [Lasers](https://safety.uoregon.edu/laser-safety), [UV lamps](https://safety.uoregon.edu/electrical-safety), etc.) |  |  |  |  |
| 4 | [UO Chemical Hygiene Plan](https://safety.uoregon.edu/sites/default/files/2023-10/chemical-hygiene-plan_11th_revision_2023.pdf) available to employees |  |  |  |  |
| 5 | UO Lab-specific Standard Operating Procedures (SOP) available to employees |  |  |  |  |
| 6 | [Safety Data Sheet](https://safety.uoregon.edu/safety-data-sheets) (SDS) information accessible for hazardous chemicals |  |  |  |  |
| 7 | Chemical Inventory recorded into [EHSA database](https://safety.uoregon.edu/ehs-assistant) |  |  |  |  |
| 8 | No Food or Drink in areas where hazardous substances are used or stored |  |  |  |  |
|  | **Employee Training** |  |  |  |  |
| 9 | ALL Workers have completed:   1. EHS Laboratory Safety Training |  |  |  |  |
| 10 | 1. EHS Hazardous Waste Training |  |  |  |  |
| 11 | 1. [UO Fire Protection in Labs](https://safety.uoregon.edu/ehssafetytraining) |  |  |  |  |
| 12 | 1. Safety Data Sheet (SDS) Training- [Hazard Communication](https://www.osha.gov/sites/default/files/publications/OSHA3514.pdf) |  |  |  |  |
| 13 | 1. Lab Specific Safety Training (*e.g.* [Blood borne pathogens (BSL2)](https://safety.uoregon.edu/ehssafetytraining), [Radiation Safety,](https://safety.uoregon.edu/ehssafetytraining) etc.) |  |  |  |  |
| 14 | ALL training must be documented (**dated and signed**) for each employee |  |  |  |  |
| 15 | Lab members trained on [UO Workplace Injury Reporting](https://safety.uoregon.edu/injury-reporting)  (ALL laboratory accidents and near misses to be documented) |  |  |  |  |
| 16 | Lab members trained to detect spills/leaks of the hazardous substances in their work environment and know how to respond appropriately |  |  |  |  |
|  | **Equipment** |  |  |  |  |
| 17 | Fume hood(s):   1. survey current; air flow is adequate; sash position marked, alarm working |  |  |  |  |
| 18 | 1. used with sash in appropriate position |  |  |  |  |
| 19 | 1. all work performed **6** inches inside hood |  |  |  |  |
| 20 | 1. free of clutter and vents (baffles) unobstructed |  |  |  |  |
| 21 | 1. flagging tape present on fume hood sash indicating air flow |  |  |  |  |
| 22 | Vacuum pumps and vacuum oil in secondary containment |  |  |  |  |
| 23 | Fire extinguishers - unobstructed, charged, and annual inspection  - know location (in lab, hallway, etc.), correct type for fire hazards in lab |  |  |  |  |
| 24 | [Eyewash and Safety Showers](https://safety.uoregon.edu/emergency-safety-equipment):   1. available and unobstructed |  |  |  |  |
| 25 | 1. Eyewash tested weekly by lab members |  |  |  |  |
| 26 | 1. Safety Shower tested by EH&S |  |  |  |  |
| 27 | Broken Glass and Sharps containers are appropriate and puncture resistant. |  |  |  |  |
| 28 | [Spill control kit](https://safety.uoregon.edu/emergency-safety-equipment) and [first aid kit](https://safety.uoregon.edu/first-aid-kits) materials available and adequate |  |  |  |  |
|  | **Personal Protective Equipment (PPE)** |  |  |  |  |
| 29 | Appropriate clothing (no shorts or open toed shoes) worn by ALL while working with hazardous materials in lab. Long or loose hair tied back. |  |  |  |  |

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|  | **Personal Protective Equipment (PPE)-*cont*.** | **Y** | **N** | **N/A** | **Comments** |
| 30 | Appropriate PPE (*e.g*., lab coats\*, nitrile gloves, safety glasses, goggles, *etc.*)  available and used when handling hazardous materials |  |  |  |  |
| 31 | Respirator use when appropriate: Users enrolled in [UO Respiratory Protection Program](https://safety.uoregon.edu/respiratory-protection-program) |  |  |  |  |
| 32 | [Hearing protection](https://safety.uoregon.edu/hearing-conservation-program) is available when sound level is potentially hazardous over time (above 85 dB, which is the level of a lawnmower or hairdryer) |  |  |  |  |
| \*[EHS lab coat program](https://safety.uoregon.edu/lab-coat-program) awareness of and usage. Total number of EHS coats (these are barcoded at the neck) in lab \_\_\_\_\_\_\_\_\_ | | | | | |
|  | [**Electrical Hazards**](https://safety.uoregon.edu/electrical-safety) **/ Fire Safety (Oregon Fire Code)** |  |  |  |  |
| 33 | Flexible cords not cracked / frayed, or run under doors, rugs, *etc.*; cords not tripping hazards |  |  |  |  |
| 34 | Power strips plugged directly into an outlet (not daisy-chained together) |  |  |  |  |
| 35 | Egress paths (**36” clearance**) and aisles (**28” clearance**) unobstructed |  |  |  |  |
| 36 | Circuit breaker panels unobstructed (**30” clearance wide/ deep and 72" from floor**) |  |  |  |  |
| 37 | Fire sprinkler heads unobstructed (**18” clearance**) |  |  |  |  |
| 38 | Good Housekeeping practices- little accumulation of clutter and cardboard |  |  |  |  |
|  | [**Chemical Storage**](https://safety.uoregon.edu/sites/safety1.uoregon.edu/files/hazardous_materials_guide_202112.pdf) |  |  |  |  |
| 39 | Storage containers clearly labeled with:   1. chemical name(s) and indication of hazard |  |  |  |  |
| 40 | 1. date received (original container) or made (working reagent), date opened |  |  |  |  |
| 41 | Containers for working reagents compatible with the chemical type  - container integrity maintained |  |  |  |  |
| 42 | Chemicals segregated to avoid [incompatibilities](https://ors.od.nih.gov/sr/dohs/Documents/chemical-segregation-table.pdf) (*e.g.* acids and bases not stored together) |  |  |  |  |
| 43 | Containers kept closed except during transfers (*i.e.,* when making reagents, weighing) |  |  |  |  |
| 44 | Secondary containers in use for storage of solvents and concentrated acids or bases |  |  |  |  |
| 45 | Chemical storage cabinets properly labeled (*e.g*. **ACIDS, CORROSIVES, FLAMMABLE)** |  |  |  |  |
| 46 | Chemical storage shelves equipped with a restraint lip or other system |  |  |  |  |
| 47 | Flammable and combustible liquids exceeding **ten (10) gallons** (38 liters) are stored inside an approved flammable storage cabinet. |  |  |  |  |
| 48 | Refrigeration/freezer units approved for flammables storage (*eg* cold storage of ethanol) |  |  |  |  |
| 49 | Flammable and oxidizing gasses are separated by **20 feet or 30 min. fire barrier** (wall or room rated to prevent fire, gasses & smoke from spreading beyond containment area) |  |  |  |  |
| 50 | Peroxide forming materials (e.g., ethers, tetrahydrofuran, ethyl ethers, hydrogen peroxide)   1. labeled with date of: receipt, last test for peroxides, and/or date to retest or dispose |  |  |  |  |
| 51 | 1. stored for appropriate time based on usage (open vs closed) or stability |  |  |  |  |
| 52 | Heavy or large material not stored above eye level |  |  |  |  |
| 53 | Highly toxic gases (*e.g.*, arsine, silane, ethylene oxide) properly stored in ventilated gas cabinet |  |  |  |  |
| 54 | Limit chemical storage in fume hoods that are actively used; use alternate storage sites |  |  |  |  |
| 55 | [Gas cylinders](https://safety.uoregon.edu/compressed-gases) secured with chain or nylon straps; caps on; cylinders and tubing labeled |  |  |  |  |
|  | [**Waste Storage**](https://safety.uoregon.edu/sites/safety1.uoregon.edu/files/hazardous_materials_guide_202112.pdf) |  |  |  |  |
| 56 | Unwanted, spent, or used material that is considered waste should be placed in primary containers that are:   1. appropriate for the most hazardous reagent contained within it |  |  |  |  |
| 57 | 1. clearly labeled with common chemical names, and concentration or percentage (%) of **ALL** constituents |  |  |  |  |
| 58 | 1. in good condition (*i.e.*, not broken, cracked) |  |  |  |  |
| 59 | 1. sealed, except for additions or removals |  |  |  |  |
| 60 | Primary containers stored within secondary containment |  |  |  |  |
| 61 | Waste stored outside and away from any sink or sewer drains |  |  |  |  |
| 62 | Bio-hazardous waste placed in containers appropriate for their safe storage and disposal |  |  |  |  |