Laboratory Safety Self-Assessment Form

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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/safety1.uoregon.edu/files/cchemical_hygiene_plan_rev_5_2019.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. |[ ] [ ] [ ]   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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 |[ ] [ ] [ ]   |