# Laboratory Safety Self-Assessment Form

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

| | |
|---|---|
| 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 is current and accurate | ☐ | ☐ | ☐ | |
| 2 | UO Laboratory Safety Quick-Reference Guide and UO 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, Hydrofluoric Acid, Lasers, UV lamps, etc.) | ☐ | ☐ | ☐ | |
| 4 | UO Chemical Hygiene Plan available to employees | ☐ | ☐ | ☐ | |
| 5 | UO Lab-specific Standard Operating Procedures (SOP) available to employees | ☐ | ☐ | ☐ | |
| 6 | Safety Data Sheet (SDS) information accessible for hazardous chemicals | ☐ | ☐ | ☐ | |
| 7 | Chemical Inventory recorded into EHSA database | ☐ | ☐ | ☐ | |
| 8 | No Food or Drink in areas where hazardous substances are used or stored | ☐ | ☐ | ☐ | |
| | **Employee Training** | | | | |
| 9 | ALL Workers have completed:<br>a. EHS Laboratory Safety Training | ☐ | ☐ | ☐ | |
| 10 | b. EHS Hazardous Waste Training | ☐ | ☐ | ☐ | |
| 11 | c. UO Fire Protection in Labs | ☐ | ☐ | ☐ | |
| 12 | d. Safety Data Sheet (SDS) Training- Hazard Communication | ☐ | ☐ | ☐ | |
| 13 | e. Lab Specific Safety Training (*e.g.* Blood borne pathogens (BSL2), Radiation Safety, etc.) | ☐ | ☐ | ☐ | |
| 14 | ALL training must be documented (**dated and signed**) for each employee | ☐ | ☐ | ☐ | |
| 15 | Lab members trained on UO Workplace Injury Reporting<br>(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):<br>a. survey current; air flow is adequate; sash position marked, alarm working | ☐ | ☐ | ☐ | |
| 18 | b. used with sash in appropriate position | ☐ | ☐ | ☐ | |
| 19 | c. all work performed **6** inches inside hood | ☐ | ☐ | ☐ | |
| 20 | d. free of clutter and vents (baffles) unobstructed | ☐ | ☐ | ☐ | |
| 21 | e. 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<br>- know location (in lab, hallway, etc.), correct type for fire hazards in lab | ☐ | ☐ | ☐ | |
| 24 | Eyewash and Safety Showers:<br>a. available and unobstructed | ☐ | ☐ | ☐ | |
| 25 | b. Eyewash tested weekly by lab members | ☐ | ☐ | ☐ | |
| 26 | c. Safety Shower tested by EH&S | ☐ | ☐ | ☐ | |
| 27 | Broken Glass and Sharps containers are appropriate and puncture resistant. | ☐ | ☐ | ☐ | |
| 28 | Spill control kit and first aid kit 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 | ☐ | ☐ | ☐ | |
| 32 | Hearing protection 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 awareness of and usage. Total number of EHS coats (these are barcoded at the neck) in lab _____ | | | | | |
| | **Electrical Hazards / 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** | | | | |
| 39 | Storage containers clearly labeled with:<br>a. chemical name(s) and indication of hazard | ☐ | ☐ | ☐ | |
| 40 | b. 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 (*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)<br>a. labeled with date of: receipt, last test for peroxides, and/or date to retest or dispose | ☐ | ☐ | ☐ | |
| 51 | b. 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 secured with chain or nylon straps; caps on; cylinders and tubing labeled | ☐ | ☐ | ☐ | |
| | **Waste Storage** | | | | |
| 56 | Unwanted, spent, or used material that is considered waste should be placed in primary containers that are:<br>a. appropriate for the most hazardous reagent contained within it | ☐ | ☐ | ☐ | |
| 57 | b. clearly labeled with common chemical names, and concentration or percentage (%) of **ALL** constituents | ☐ | ☐ | ☐ | |
| 58 | c. in good condition (*i.e.*, not broken, cracked) | ☐ | ☐ | ☐ | |
| 59 | d. 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 | ☐ | ☐ | ☐ | |