**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: |
| Building: | Self-assessment completed by: |
| Room: | Department/Institution: |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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 Poster](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 (paper copies for high hazard chemicals preferred) |[ ] [ ]   |  |
| 7 | Up-to-date 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 (annually)
 |[ ] [ ]   |  |
| 10 | 1. EHS Hazardous Waste Training (annually)
 |[ ] [ ]   |  |
| 11 | 1. [UO Fire Protection in Labs (online)](https://safety.uoregon.edu/ehssafetytraining)
 |[ ] [ ]   |  |
| 12 | 1. Lab-specific Safety Data Sheet (SDS) Training- see [Hazard Communication](https://www.osha.gov/sites/default/files/publications/OSHA3514.pdf) for guidance on how to read an SDS
 |[ ] [ ]   |  |
| 13 | 1. Lab-specific Safety Training (*e.g.* [Bloodborne pathogens](https://safety.uoregon.edu/ehssafetytraining), [Biosafety Level 2](https://uomytrack.pageuppeople.com/learning/1692), [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) and non-injury [Lab Incident Reporting](https://safety.uoregon.edu/sites/default/files/1.2023_laboratory_incident_response_guidelines.pdf)(ALL laboratory accidents and near misses to be documented) |[ ] [ ]   |  |
| 16 | Lab members understand the signs/symptoms of exposure to the hazardous substances in their work environment and know how to respond appropriately |[ ] [ ]   |  |
|  | **Equipment** |  |  |  |  |
| 17 |  Fume hood(s):1. surveyed annually by EHS: air flow is adequate, sash position marked, alarm working
 |[ ] [ ] [ ]   |
| 18 | 1. used with sash in appropriate position
 |[ ] [ ] [ ]   |
| 19 | 1. tape line or other indicator marks the working area 6” inside hood
 |[ ] [ ] [ ]   |
| 20 | 1. free of clutter and vents (baffles) are unobstructed and equipment is elevated 1-2”
 |[ ] [ ] [ ]   |
| 21 | 1. flagging tape present on fume hood sash indicating air flow
 |[ ] [ ] [ ]   |
| 22 | Vacuum pumps and vacuum oil in secondary containment |[ ] [ ] [ ]   |
| 23 | Fire extinguishers are unobstructed, charged, annually inspected, and lab members know location (in lab, hallway, etc.); lab has correct type for [fire hazards in lab](https://uomytrack.pageuppeople.com/learning/3084) |[ ] [ ] [ ]   |
| 24 | [Eyewash and Safety Showers](https://safety.uoregon.edu/emergency-safety-equipment):1. available and unobstructed
 |[ ] [ ] [ ]   |
| 25 | 1. Eyewash tested weekly by lab members and testing recorded
 |[ ] [ ] [ ]   |
| 26 | 1. Safety Shower tested annually by EH&S
 |[ ] [ ] [ ]   |
| 27 | Labeled Broken Glass and [Sharps containers](https://www.oregon.gov/oha/ph/diseasesconditions/communicabledisease/pages/infectiouswastefaq.aspx) are appropriate and puncture resistant. Sharps containers must be red. |[ ] [ ] [ ]   |
| 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 for lab hazards |[ ] [ ] [ ]   |
|  | **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) |[ ] [ ] [ ]   |
| 33 | Lab members aware of and use [EHS lab coat program](https://safety.uoregon.edu/lab-coat-program)  |[ ] [ ] [ ]   |
|  | Total number of EHS lab coats (with barcodes at neck): \_\_\_\_\_\_\_\_\_\_\_Number of white/regular: \_\_\_\_\_\_\_\_\_\_\_ Light blue/fluid-resistant: \_\_\_\_\_\_\_\_\_\_\_ Dark blue/flame resistant: \_\_\_\_\_\_\_\_\_\_\_ |
|  | [**Electrical Hazards**](https://safety.uoregon.edu/electrical-safety) **/** [**Fire Safety (Oregon Fire Code)**](https://codes.iccsafe.org/content/ORFC2022P1) |  |  |  |  |
| 34 | Flexible cords not cracked / frayed, or run under doors, rugs, *etc.*; cords not tripping hazards |[ ] [ ]   |  |
| 35 | Power strips plugged directly into an outlet (not daisy-chained together) |[ ] [ ] [ ]   |
| 36 | Egress paths (**36” clearance**) and aisles (**28” clearance**) unobstructed |[ ] [ ]   |  |
| 37 | Circuit breaker panels unobstructed (**30” clearance wide/ deep and 72" from floor**) |[ ] [ ] [ ]   |
| 38 | Fire sprinkler heads unobstructed (**18” clearance**) |[ ] [ ]   |  |
| 39 | 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) |  |  |  |  |
| 40 | List the 3 most hazardous chemicals used in the lab: |  |
| 41 | Chemical storage containers clearly labeled with date received (original container) or date made (working reagent), and date opened |[ ] [ ] [ ]   |
| 42 | Containers used for working reagents compatible with the chemical type: container integrity maintained |[ ] [ ] [ ]   |
| 43 | 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) |[ ] [ ] [ ]   |
| 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 **five (5) gallons (19 liters) total** per lab/suite are stored inside an approved flammable storage cabinet. |[ ] [ ] [ ]   |
| 48 | Refrigeration/freezer units approved for flammables storage (*e.g.* cold storage of ethanol) |[ ] [ ] [ ]   |
| 49 | [Gas cylinders](https://safety.uoregon.edu/compressed-gases) secured with chain or nylon straps; caps on; cylinders and tubing labeled |[ ] [ ] [ ]   |
| 50 | While stored (*i.e.* no regulator attached) 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). |[ ] [ ] [ ]   |
| 51 | Toxic gases (*e.g.*, arsine, silane, ethylene oxide) properly stored in ventilated gas cabinet |[ ] [ ] [ ]   |
| 52 | Peroxide-forming materials (*e.g.* ethers, tetrahydrofuran, ethyl ethers) are:1. labeled with date of: receipt, last test for peroxides and/or date to retest/dispose
 |[ ] [ ] [ ]   |
| 53 | 1. stored for appropriate time based on usage (open vs closed) or stability
 |[ ] [ ] [ ]   |
| 54 | Heavy or large material/equipment not stored above eye level |[ ] [ ] [ ]   |
| 55 | Limited chemical storage in fume hoods that are actively used; use alternate storage sites |[ ] [ ] [ ]   |
|  | [**Waste Storage**](https://safety.uoregon.edu/sites/safety1.uoregon.edu/files/hazardous_materials_guide_202112.pdf) |  |  |  |  |
| 56 | Do you dispose of any chemicals, solutions, and/or media down the drain? Neutralized? List: |  |
|  |  |
| 57 | Waste is unwanted/spent/used material and must be placed in primary containers that are:1. made of appropriate material for the most hazardous reagent in the waste mixture
 |[ ] [ ] [ ]   |
| 58 | 1. clearly labeled with common chemical names (no acronyms/abbreviations!), and concentration or percentage (%) of **ALL** constituents
 |[ ] [ ] [ ]   |
| 59 | 1. containers are in good condition (*i.e.*, not broken, cracked)
 |[ ] [ ] [ ]   |
| 60 | 1. sealed (*i.e.*, lid is always on), except for additions or removals
 |[ ] [ ] [ ]   |
| 61 | Liquid waste primary containers stored within secondary containment |[ ] [ ] [ ]   |
| 62 | Waste stored away from any sink or sewer drains. Any waste stored in fume hood must be lidded and in secondary containment. |[ ] [ ] [ ]   |
| 63 | Bio-hazardous waste (no regular trash!) placed in appropriate and labeled containers. |[ ] [ ] [ ]   |