



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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	UO Laboratory Safety Quick-Reference Guide and UO Emergency Procedures posted in a visible location near entrance(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Areas requiring specific personal protective equipment, training, procedures, etc., clearly posted i.e Ethidium Bromide, Hydrofluoric Acid, Lasers, UV lamps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	UO Chemical Hygiene Plan available to employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Lab-specific Standard Operating Procedures (SOP) available to employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Safety Data Sheet (SDS) information accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Chemical Inventory recorded into EHSA database	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	No Food or Drink in areas where hazardous substances are used or stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Training					
9	ALL Workers have completed:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	a. EHS Laboratory Safety Training				
10	b. EHS Hazardous Waste Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	c. Safety Data Sheet (SDS) Training- Hazard Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	d. Lab Specific Safety Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	ALL training is documented (dated and signed) for each employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Laboratory accidents and near misses documented. Lab members trained on UO Workplace Injury Reporting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment					
15	Fume hood(s) survey current; air flow is adequate; sash position marked, alarm working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Fume hood(s) used with sash in appropriate position and all work performed 6 inches inside hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Fume hood free of clutter and vents (baffles) unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Flagging tape present on fume hood sash indicating air flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Vacuum pumps and vacuum oil in secondary containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Fire extinguishers unobstructed, charged, and annual inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Eyewash and Safety Showers available and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Eyewash tested weekly by lab members; Safety Shower tested by EH&S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	Broken Glass and Sharps containers are appropriate and puncture resistant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Spill control kit and first aid kit materials available and adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personal Protective Equipment (PPE)					
25	Appropriate clothing (no shorts or open toed shoes) worn by ALL while working in lab. Hair tied back.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Appropriate PPE (e.g., lab coats, nitrile gloves, safety glasses, goggles, etc.) available and used when handling hazardous materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



27	Respirator use: All users enrolled in UO Respiratory Protection Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Electrical Hazards / Fire Safety		Y	N	N/A	Comments
28	Flexible cords not cracked / frayed, or run under doors, rugs, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Power strips plugged directly into an outlet (not daisy-chained together)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Egress paths (36" clearance) and aisles (28" clearance) unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	Circuit breaker panels unobstructed (30" clearance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Fire sprinkler heads unobstructed (18" clearance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	Good Housekeeping practices- little accumulation of clutter and cardboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Chemical Storage		Y	N	N/A	Comments
34	Containers clearly labeled with chemical name(s) and indication of hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Containers compatible with the chemical; Container integrity maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Chemicals segregated to avoid incompatibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	Containers kept closed except during transfers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Secondary containers provided for storage of solvents and concentrated acids or bases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Secondary containers used during storage of all hazardous chemicals on the floor; No glass storage containers permitted on floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Chemical storage cabinets properly labeled ie ACIDS or FLAMMABLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Chemical storage shelves equipped with a restraint lip or other system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Flammable and combustible liquids exceeding ten (10) gallons (38 liters) are stored inside an approved flammable storage cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Refrigeration units approved for flammables storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Flammable and oxidizing gasses are separated (20 feet or 30 min. fire barrier)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	Peroxide forming materials labeled with date of receipt and last test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Heavy or large material not stored above eye level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47	Highly toxic gases properly stored in ventilated gas cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Limit chemical storage in actively used fume hoods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49	Gas cylinders secured with chain or nylon straps; caps on; cylinders and tubing labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Waste Storage		Y	N	N/A	Comments
50	Unwanted, spent or used material container (waste) clearly labeled with common chemical names, and concentration or percentage (%) of ALL constituents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Containers sealed except during additions or removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
52	Containers compatible with waste and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Primary containers stored within secondary containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54	Sharps and bio-hazardous waste disposal appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	Drain disposal of most salt and sugar solutions is safe and allowed per local limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56	Waste stored outside and away from any sink or sewer drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Super Safe Lab Efforts for Extra Safety Points		Y	N	N/A	Comments
	* Download and Review with lab members Laboratory Incident Response Guidelines	<input type="checkbox"/>			
	** Browse, download and share with lab members an EHS generated Safety Sheet	<input type="checkbox"/>			
	*** Familiarize yourself with the EHS web link REPORT A SAFETY CONCERN	<input type="checkbox"/>			