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	Lab-specific Standard Operating Procedures (SOP) available to employees	☐	☐	☐	
6	Safety Data Sheet (SDS) information accessible	☐	☐	☐	
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: a. EHS Laboratory Safety Training	☐	☐	☐	
10	b. EHS Hazardous Waste Training	☐	☐	☐	
11	c. Safety Data Sheet (SDS) Training- Hazard Communication	☐	☐	☐	
12	d. Lab Specific Safety Training (*e.g.* Blood borne pathogens, Radiation Safety, etc.)	☐	☐	☐	
13	ALL training is documented (**dated and signed**) for each employee	☐	☐	☐	
14	Lab members trained on UO Workplace Injury Reporting (ALL laboratory accidents and near misses to be documented)	☐	☐	☐	
	Equipment				
15	Fume hood(s): a. survey current; air flow is adequate; sash position marked, alarm working	☐	☐	☐	
16	b. used with sash in appropriate position	☐	☐	☐	
17	c. all work performed **6** inches inside hood	☐	☐	☐	
18	d. free of clutter and vents (baffles) unobstructed	☐	☐	☐	
19	e. flagging tape present on fume hood sash indicating air flow	☐	☐	☐	
20	Vacuum pumps and vacuum oil in secondary containment	☐	☐	☐	
21	Fire extinguishers - unobstructed, charged, and annual inspection - know location (in lab, hallway, etc.), correct type for fire hazards in lab	☐	☐	☐	
22	Eyewash and Safety Showers: a. available and unobstructed	☐	☐	☐	
23	b. Eyewash tested weekly by lab members	☐	☐	☐	
24	c. Safety Shower tested by EH&S	☐	☐	☐	
25	Broken Glass and Sharps containers are appropriate and puncture resistant.	☐	☐	☐	
26	Spill control kit and first aid kit materials available and adequate	☐	☐	☐	
	Personal Protective Equipment (PPE)				
27	Appropriate clothing (no shorts or open toed shoes) worn by ALL while working in lab. Long or loose hair tied back.	☐	☐	☐	
28	Appropriate PPE (*e.g.*, lab coats*, nitrile gloves, safety glasses, goggles, *etc.*) available and used when handling hazardous materials	☐	☐	☐	

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