**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: |
| Building: | Self-assessment completed by: |
| Room(s): | 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, [UO Emergency Procedures Poster](https://safety.uoregon.edu/emergency-procedures), and [Medical Transportation Options chart](https://safety.uoregon.edu/sites/default/files/2023-09/med-transport-options-052423.pdf) 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 | Lab fridges/freezers/microwaves labeled “No Food”; food use equipment labeled “Food Only” |[ ] [ ]   |
| 5 | Up-to-date chemical inventory recorded into [EHSA database](https://safety.uoregon.edu/ehs-assistant) |[ ] [ ]   |
| 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 | Current (2023) [UO Chemical Hygiene Plan](https://safety.uoregon.edu/sites/default/files/2023-10/chemical-hygiene-plan_11th_revision_2023.pdf) available to employees |[ ] [ ]   |
| 8 | Lab-specific Standard Operating Procedures (SOP) available to employees |[ ] [ ]   |
|  | [Employee Training](https://safety.uoregon.edu/laboratory-safety) |  |  |  |  |
| 9 | ALL lab members have **documented** (signed and dated, available for inspection) training on:* 2-hour in-person initial [EHS Lab Safety & Hazardous Waste Management Training](https://uomytrack.pageuppeople.com/learning/1947)
 |[ ] [ ]   |
| 10 | * 1-hour in-person [EHS Lab Safety Refresher training](https://uomytrack.pageuppeople.com/learning/3784) annually
 |[ ] [ ]   |
| 11 | * [UO Fire Protection in Labs](https://uomytrack.pageuppeople.com/learning/3084) (online, one-time)
 |[ ] [ ]   |
| 12 | * [Lab-specific safety orientation](https://safety.uoregon.edu/sites/default/files/lab_mbr_checklist.pdf) (can use the EHS form or create one for the lab)
 |[ ] [ ]   |
| 13 | * Lab-specific safety data sheet (SDS) training ([online training available](https://uomytrack.pageuppeople.com/learning/3893) for how to read an SDS), including **signs/symptoms of exposure** to the hazardous substances in this particular lab, and how to respond appropriately
 |[ ] [ ]   |
| 14 | * Lab-specific fume hood training ([training guide](https://safety.uoregon.edu/general-fume-hood-training-guide-2) and [lab-specific form](https://safety.uoregon.edu/lab-specific-fume-hood-form-2))
 |[ ] [ ] [ ]   |
| 15 | * Additional lab-specific safety training (*e.g.* [Bloodborne pathogens](https://uomytrack.pageuppeople.com/learning/2094), [Biosafety Level 2](https://uomytrack.pageuppeople.com/learning/1692), [Radiation Safety,](https://safety.uoregon.edu/ehssafetytraining#Section%20R) [Laser Safety](https://uomytrack.pageuppeople.com/learning/2898), [Heat Illness](https://uomytrack.pageuppeople.com/learning/3401), etc.) as needed
 |[ ] [ ] [ ]   |
| 16 | Lab members trained on reporting accidents, injuries and near-misses, using the [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) forms |[ ] [ ]   |
|  | **Equipment** |  |  |  |  |
| 17 | [Fume hood(s)](https://safety.uoregon.edu/engineering-controls) are:* tested annually by EHS: air flow adequate, sash position marked, alarm working
 |[ ] [ ] [ ]   |
| 18 | * used with sash in appropriate position & airflow indicator (flagging tape) present
 |[ ] [ ] [ ]   |
| 19 | * tape line or other indicator marks the working area 6” inside hood
 |[ ] [ ] [ ]   |
| 20 | * free of clutter and vents (baffles) are unobstructed, limited storage in hood
 |[ ] [ ] [ ]   |
| 21 | * equipment is elevated 1-2” off work surface with blocks, bricks, racks, or similar
 |[ ] [ ] [ ]   |
| 22 | Vacuum pumps using oil: pump and vacuum oil in secondary containment |[ ] [ ] [ ]   |
| 23 | [Fire extinguishers](https://safety.uoregon.edu/fire-marshal) are unobstructed, charged, & annually inspected; lab members know locations of extinguishers & alarm pull stations; extinguisher is 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):* available and unobstructed, tested annually by EHS
 |[ ] [ ] [ ]   |
| 25 | * [Eyewash flushed weekly](https://safety.uoregon.edu/emergency-safety-equipment) by lab members and date recorded in log
 |[ ] [ ] [ ]   |
| 26 | Heavy/large/hazardous materials or equipment not stored above eye level |[ ] [ ] [ ]   |
| 27 | [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)** |  |  |  |  |
| 28 | Appropriate clothing (no shorts or open-toed shoes) worn by ALL while working with hazardous materials in lab. Long or loose hair tied back. |[ ] [ ] [ ]   |
| 29 | Appropriate PPE (*e.g*., lab coats\*, gloves, safety glasses, goggles, *etc.*)available and used when handling hazardous materials |[ ] [ ] [ ]   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Personal Protective Equipment (PPE)-*cont*.** |  **Y** |  **N** | **N/A** | **Comments** |
| 30 | Appropriate gloves with sufficient chemical breakthrough resistance chosen for hazardous chemical use. Manufacturer’s compatibility charts checked as needed. |[ ] [ ] [ ]   |
| 31 | Respirator use when appropriate: Users enrolled in [UO Respiratory Protection Program](https://safety.uoregon.edu/respiratory-protection-program) (including for **voluntary use** of N95 masks for health/illness reasons) |[ ] [ ] [ ]   |
| 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/use [free EHS lab coat rental program](https://safety.uoregon.edu/lab-coat-program)  |[ ] [ ] [ ]   |
|  | Number of white/regular coats: \_\_\_\_\_\_\_\_\_\_\_ 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 **not overloaded** and **are** **plugged directly into an outlet** (not daisy-chained together, plugged into extension cords, or have extension cords plugged into power strips) |[ ] [ ] [ ]   |
| 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) and/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 | Chemicals stored away from any sink or sewer drains, or in secondary containment |[ ] [ ] [ ]   |
| 46 | Chemical storage cabinets properly labeled (*e.g*. **ACIDS, CORROSIVES, FLAMMABLE)** |[ ] [ ] [ ]   |
| 47 | Chemical storage shelves equipped with a restraint lip or other system to prevent falling |[ ] [ ] [ ]   |
| 48 | Flammable and combustible liquids exceeding **five (5) gallons (19 liters) total** per lab/suite are stored inside an approved flammable storage cabinet. |[ ] [ ] [ ]   |
| 49 | Limited storage of flammables in fridges/freezers which aren’t rated for flammable storage |[ ] [ ] [ ]   |
| 50 | [Gas cylinders](https://safety.uoregon.edu/compressed-gases) secured with chain or nylon straps; caps on; cylinders and tubing labeled |[ ] [ ] [ ]   |
| 51 | 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). |[ ] [ ] [ ]   |
| 52 | Peroxide-forming materials (*e.g.* ethers, tetrahydrofuran, ethyl ethers) are:* labeled with date of: receipt, last test for peroxides and/or date to retest/dispose
 |[ ] [ ] [ ]   |
| 53 | * tested for peroxides at least once per month (test strips available at UO Sci Stores)
 |[ ] [ ] [ ]   |
| 54 | * stored for appropriate time based on usage (open vs closed) or stability
 |[ ] [ ] [ ]   |
|  | [Waste Storage](https://safety.uoregon.edu/sites/safety1.uoregon.edu/files/hazardous_materials_guide_202112.pdf) |  |  |  |  |
| 55 | Have you completed [waste determinations for your lab processes](https://app.smartsheet.com/b/form/7cb19fb0ba1e4f77ab7b8d53f98ec118)? |[ ] [ ]   |
| 56 | Labeled Broken Glass box and **red** [sharps containers](https://www.oregon.gov/oha/ph/diseasesconditions/communicabledisease/pages/infectiouswastefaq.aspx) are appropriate and puncture-resistant |[ ] [ ] [ ]   |
| 57 | [Hazardous waste](https://safety.uoregon.edu/hazardous-waste)must be collected and stored in primary containers that are:* in good condition, clean on the outside, and made of appropriate material for the most hazardous reagent in the waste mixture
 |[ ] [ ] [ ]   |
| 58 | * clearly labeled with **common chemical names (no acronyms/abbreviations!)**, and concentration or percentage (%) of **ALL** constituents (including water)
 |[ ] [ ] [ ]   |
| 59 | * sealed with tight-fitting lid (*i.e.*, lid is always on), except for additions or removals
 |[ ] [ ] [ ]   |
| 60 | Liquid waste primary containers stored within secondary containment, away from drains |[ ] [ ] [ ]   |
| 61 | [Pathological and biohazardous waste](https://safety.uoregon.edu/biosafety-program) (no regular trash!) placed in appropriate and labeled containers/bags. |[ ] [ ] [ ]   |