

UMES Environmental Health and Safety Laboratory Safety Checklist

The following safety requirements are criteria for health and safety inspections conducted by EHS.

Biological Safety
<ul style="list-style-type: none"> <input type="checkbox"/> The Biosafety Manual and SOPs are available. <input type="checkbox"/> Workers using (blood / unfixed tissue / cell cultures) have received Bloodborne Pathogens Training in past 12 months. <input type="checkbox"/> Biosafety cabinet has been certified in the past 12 months <input type="checkbox"/> At least one sink is equipped with soap and paper towels. <input type="checkbox"/> An appropriate disinfectant / decontamination solution is available. <input type="checkbox"/> Ultracentrifuge logs are up-to-date.
Environmental Health
<ul style="list-style-type: none"> <input type="checkbox"/> Hazardous chemical waste* is properly contained: containers in good condition / closed except during use (no funnel) labeled "Hazardous Waste" /dated / secondary containment / segregated <input type="checkbox"/> Infectious biological waste container is lined with biohazard bag and labeled with biohazard symbol <input type="checkbox"/> Sharps are placed in sharps container; needles are not broken, bent, clipped, or recapped <input type="checkbox"/> Waste generators (radioactive or chemical) have taken training <input type="checkbox"/> Chemical material spill kit is immediately available <input type="checkbox"/> Less than 55 gal of hazardous waste; less than 1 quart of acute hazardous waste in lab <input type="checkbox"/> Peroxide-forming chemicals discarded every 6 months. <input type="checkbox"/> Log of autoclaved biological waste is available. <input type="checkbox"/> Autoclaved biohazard bags are marked "Autoclaved" (over the biohazard symbols) before disposal.
Fire and Life Safety
<ul style="list-style-type: none"> <input type="checkbox"/> Emergency Resources Guide is available; lab-specific emergency procedures are available <input type="checkbox"/> Emergency contacts are posted in the work area and are current <input type="checkbox"/> Workers have received training from supervisor concerning safety and emergency procedures <input type="checkbox"/> Exits / aisles / fire extinguishers / fire alarm pull stations / sprinklers / electrical panels are unobstructed <input type="checkbox"/> There is sufficient lighting of evacuation routes; emergency lighting operating properly (exit signs) <input type="checkbox"/> Fire extinguishers within 75 ft of the laboratory. <input type="checkbox"/> Emergency exit signs are identifiable and readily visible. <input type="checkbox"/> 18" vertical clearance maintained from fire sprinkler heads (including over shelves). <input type="checkbox"/> There are no modifications to the facility structure (no user constructed walls/partitions) <input type="checkbox"/> Not more than 10 gallons of flammable liquids outside of approved flammable liquid storage cabinets <input type="checkbox"/> No storage on top of flammable storage cabinet. <input type="checkbox"/> Refrigerator / freezer used for storage of flammable / combustible liquids/gases is appropriate <input type="checkbox"/> Not more than 1 liter of flammables stored in refrigerators / freezers. <input type="checkbox"/> Combustible materials are stored away from heat sources <input type="checkbox"/> Combustible wastes are contained <input type="checkbox"/> Bunsen burner tubing is in good condition. <input type="checkbox"/> First aid kits are available and stocked
Industrial Hygiene
<ul style="list-style-type: none"> <input type="checkbox"/> No eating, drinking, smoking, cosmetic application <input type="checkbox"/> Hazard warning signs are (installed / current). <input type="checkbox"/> A Chemical Hygiene Plan with lab-specific SOPs is available with a copy submitted to EHS <input type="checkbox"/> MSDS accessible <input type="checkbox"/> Chemical inventory is current with a copy submitted to EHS. <input type="checkbox"/> Lab workers have taken Chemical Hygiene training <input type="checkbox"/> Chemicals stored according to compatibility. <input type="checkbox"/> Corrosives stored below eye level. <input type="checkbox"/> Chemical storage appears acceptable - not stored above level, with consumables, on work benches <input type="checkbox"/> Chemicals dated when received and when opened. <input type="checkbox"/> Chemical containers are (intact/ labeled/ closed with tight-fitting lids). <input type="checkbox"/> Secondary chemical containers are properly labeled (name, hazard warnings) <input type="checkbox"/> The food hood has been certified within the last 12 months. <input type="checkbox"/> The fume hood is used properly, is clean, and uncluttered. <input type="checkbox"/> Storage in fume hoods minimized and sashes kept closed when not in use? <input type="checkbox"/> Certification sticker on fume hood and sash height marked for 100 ft/min airflow.

**UMES Environmental Health and Safety
Laboratory Safety Checklist**

Occupational Health and Safety	
<input type="checkbox"/>	Cabinets, furniture, and equipment taller than 4 feet is braced or anchored.
<input type="checkbox"/>	There is no overhead storage of heavy materials.
<input type="checkbox"/>	Walking surfaces are free of slip/ trip / fall hazards.
<input type="checkbox"/>	Workers have received Chemical Hygiene training.
<input type="checkbox"/>	Cylinders listed on chemical inventory, positioned so that contents label is visible, and stored in ventilated location protected from heat sources.
<input type="checkbox"/>	Compressed gas cylinders are restrained.
<input type="checkbox"/>	Compressed gas cylinder valves closed and valve caps in place when cylinders not in use.
<input type="checkbox"/>	Empty compressed gas cylinders are labeled "Empty."
<input type="checkbox"/>	Personal protective equipment (safety glasses, goggles, gloves, lab coat) is used by workers, and is appropriate.
<input type="checkbox"/>	Workers using respirators are enrolled in the UMES Respiratory Protection Program.
<input type="checkbox"/>	Emergency shower / eyewash is accessible (within 50' from lab), functional, has signage, and has been certified in the past 12 months.
<input type="checkbox"/>	Eyewash solution is changed annually.
<input type="checkbox"/>	Workers are trained in safe lifting and the proper use of tools and equipment.
<input type="checkbox"/>	Sharps and razor blades are protected.
<input type="checkbox"/>	Equipment is in serviceable condition and inspected.
<input type="checkbox"/>	Equipment is powered with permanent wiring or with a fused electric strip (no 3-way plugs).
<input type="checkbox"/>	Multiple outlet strip cords are 6' or less and have a circuit breaker.
<input type="checkbox"/>	No exposed "live" connections in electrical equipment
<input type="checkbox"/>	There is at least 36" of clearance around electrical panels.
<input type="checkbox"/>	Extension cords do not run through walls, ceilings, doors
<input type="checkbox"/>	GFI is present on outlets near water.
<input type="checkbox"/>	Machine parts are guarded (belts, pulleys, other exposed moving parts).
<input type="checkbox"/>	Research apparatus that is connected into facility systems have been reviewed by FM
Radiation and Laser Safety	
<input type="checkbox"/>	Signs are posted (Caution Radioactive Material, Emergency Procedures, Notice to Employees)
<input type="checkbox"/>	Radioactive materials are present only in authorized areas (describe materials/locations)
<input type="checkbox"/>	Dosimeter worn
<input type="checkbox"/>	Doors to rooms with radioactive materials are locked when lab personnel are not present
<input type="checkbox"/>	Laser Warning Signs are posted when laser is in use / available / de-posted when laser is off
<input type="checkbox"/>	Personnel operating lasers have received required training
<input type="checkbox"/>	Appropriate laser eyewear is (used / available) by personnel in laser area.
<input type="checkbox"/>	Operating procedures are posted at the laser