

Laboratory Safety Self-Assessment Worksheet

This form must be completed by all Principal Investigators annually and submitted for review at the time of the Annual EHS Laboratory Safety Inspection. For questions regarding Laboratory Safety contact EHS at 305-243-3269.

Principal Investigator: _____ **Building/Room No.:** _____

Lab Manger/Lab Contact: _____ **Date:** _____

Department: _____

Please have **ALL** laboratory personnel (including the Principal Investigator) answer the following questions. Print your name(s) on the last page and sign. Thank you.

| 1. General Housekeeping: Corridors, Circulating Spaces, Means of Egress | Yes | No | N/A |
|---|-----|----|-----|
| Are equipment and materials crowding doors, corridors, means of egress? | | | |
| Are benches cluttered? | | | |

| 2. Chemicals: Inventory, Storage, and Handling | Yes | No | N/A |
|---|-----|----|-----|
| Has the chemical inventory (room by room) been submitted this year? <i>Include highlighted chemicals of interest (COI) with approximate amounts --- see link for list</i> Chemicals of Interest (COI)* | | | |
| Are your chemicals stored and segregated by chemical hazard class? | | | |
| Are chemicals stored in alphabetical order? | | | |
| Are all chemical containers labeled properly? <i>(chemical formula(s) not acceptable as a form of labeling)</i> | | | |
| Does everyone in the lab know how to access the University's SDS (MSDS) Database? | | | |

| 3. OSHA Blood-borne Pathogens Standard (Infection Control Plan) | Yes | No | N/A |
|--|-----|----|-----|
| Are you familiar with the OSHA Blood Borne (BBP) Pathogen Standard? | | | |
| If so, does the BBP Standard apply to laboratory personnel? | | | |
| Are the required Hepatitis B vaccinations completed by your lab personnel? | | | |
| If no, are the declination forms on file with Employee Health? | | | |
| Do lab personnel know what steps to take in the event of an exposure? | | | |

| 4. Biomedical (Biohazardous) Waste | Yes | No | N/A |
|--|-----|----|-----|
| Is biomedical and non-biomedical waste segregated properly? | | | |
| Are approved sharps containers used? | | | |
| Are approved red biohazard bags used? | | | |
| Are the red biohazard bags labeled with PI name and lab location? | | | |
| Are lab personnel aware of centralized biohazard waste bin location? | | | |

| 5. Hazardous (Chemical) Waste Disposal Procedures: Labeling, Packaging | Yes | No | N/A |
|--|-----|----|-----|
| Do you know how to dispose of hazardous (chemical) waste? <i>(Use the Chemical Waste Disposal Form when requesting a chemical waste pick-up)</i> | | | |
| Is the Satellite Accumulation Area (SAA) sign completed and posted in your laboratory? | | | |
| Are your chemical waste containers properly labeled (chemical names) and capped? | | | |
| Is your chemical waste properly segregated by chemical hazard class? | | | |
| Are peroxide forming chemicals (ethers, dioxane, etc.) dated? <i>(upon arrival and upon opening)</i> <i>Please visit the EHS website for a list of peroxide formers</i> | | | |
| Do you have old (dusty and rusty) and unused chemicals in your lab? | | | |

| 6. Chemical Fume Hoods | Yes | No | N/A |
|---|------------|-----------|------------|
| Has the chemical fume hood been inspected and certified by EHS within a year? | | | |
| Are the chemical fume hood baffle openings blocked? | | | |
| Are chemicals or other items being stored permanently inside the fume hood? | | | |

| 7. Chemical Spill Control Kit | Yes | No | N/A |
|--|------------|-----------|------------|
| Is a suitable Chemical Spill Kit available in your lab? | | | |
| Are laboratory personnel aware of the location of the chemical spill kit? | | | |
| Are laboratory personnel aware of the procedures in the event of a chemical spill? | | | |

| 8. Gas Cylinders. | Yes | No | N/A |
|---|------------|-----------|------------|
| Are the gas cylinders properly capped and secured when not in use? | | | |
| Are empty gas cylinders kept secured at all times? | | | |
| Are the gas cylinders stored away from doorways? | | | |
| Are flammable or explosive gases used/stored in the laboratory? | | | |
| If yes, are proper safety measurements being followed? <i>Including the use of appropriate safety equipment (intrinsically safe equipment) and appropriate PPE (flame resistant lab coat)</i> | | | |

| 9. Safety Showers/Eyewash stations. | Yes | No | N/A |
|--|------------|-----------|------------|
| Are there plumbed Emergency Safety Showers and Eyewash Stations available? | | | |
| Are they within 10 seconds of the laboratory or unobstructed and readily accessible? | | | |
| Are the Eyewash stations flushed weekly? | | | |

| 10. Emergency Procedures: Fire Extinguishers, Etc. | Yes | No | N/A |
|---|------------|-----------|------------|
| Is the Fire Extinguisher(s) inspection tag current? <i>(inspection completed within 12months)</i> | | | |
| Is the Fire Extinguisher (s) mounted properly and free from obstruction? <i>(no more than 5 feet from the ground)</i> | | | |
| Are you aware of the University's Comprehensive Emergency Management Plan ? | | | |
| Are electrical panels obstructed? <i>(3 feet clearance required)</i> | | | |
| Are extension cords used as a permanent electrical connection? | | | |
| Are power cords damaged or frayed? | | | |

| 11. Personal Protective Equipment (PPE) | Yes | No | N/A |
|--|------------|-----------|------------|
| Is appropriate PPE being used (lab coats, safety goggles, gloves, face shields, safety glasses, etc.)? | | | |
| Are respirators being used? | | | |
| If yes, has the employee had the Annual Respirator Fit Test administered by EHS? | | | |
| Are laboratory personnel aware of the University Respiratory Protection Policy ? | | | |

| 12. Biological Agents | Yes | No | N/A |
|--|-----|----|-----|
| Are Biological Agents being used? <i>For complete information in addressing the safe handling and containment of infectious microorganisms and hazardous biological materials please refer to the Biosafety in Microbiological and Biomedical Laboratories (BMBL)</i> | | | |
| What Biosafety Level has your laboratory been assigned to handle the agent(s) in your lab?(please circle) | 1 | 2 | 3 4 |
| Is the proper sign posted for your laboratory's Biosafety Level? | | | |
| Has a Biological Agents Registration Form been completed and submitted to EHS this year? | | | |
| Do you handle pathogens found on the Select Agents list (42CFR 73)*? If yes, please contact EHS. | | | |
| Is a suitable Biohazard Spill Kit present in the laboratory and is personnel aware of location? | | | |
| Are laboratory personnel aware of the procedures in the event of a biohazard spill? | | | |
| Does your laboratory use a biosafety cabinet (BSC)? | | | |
| Is the biohazard spill kit kept in close proximity to BSC? | | | |
| Is the biosafety cabinet certified as required by NSF 49? <i>For more information see http://www.nsf.org/business/biosafety_cabinetry/</i> | | | |
| Are the grills of the biosafety cabinet kept unobstructed at all times? | | | |
| Are items stored inside the biosafety cabinet? | | | |
| Are the trays under the work area regularly cleaned? | | | |
| Does your laboratory follow a pre AND post decontamination procedure of the biosafety cabinet? | | | |
| What disinfectant(s) does the lab use? (<i>include percentage of the active ingredient</i>) | | | |

| 13. Recombinant DNA research | Yes | No | N/A |
|--|-----|----|-----|
| Do you work with recombinant DNA constructs? | | | |
| Are your constructs and protocol exempt from reporting to the Institutional Biosafety Committee (IBC) and NIH guidelines ? | | | |
| Have you submitted the exemption form to the IBC? | | | |
| If your protocol is not exempt, it must submitted to the IBC for review. Have you submitted your protocol for review to the IBC? | | | |
| Have you assigned a RISK GROUP to your construct? | | | |
| Have you assigned a Biosafety Level to your construct? | | | |

| 14. Lasers | Yes | No | N/A |
|--|-----|----|-----|
| Are lasers present in your lab? | | | |
| Are the lasers registered with EHS? | | | |
| Have all users completed the required Baseline Eye Exam at Bascom Palmer Eye Institute? | | | |
| Have all users completed EHS' mandatory Basic Laser Safety Training? | | | |
| Are appropriate laser warning signs present and visible? | | | |
| Is appropriate PPE available for all users? | | | |
| What class is/are the laser(s)? 3 <input type="checkbox"/> 4 <input type="checkbox"/> | | | |

| 15. First Aid Kit. | Yes | No | N/A |
|--|-----|----|-----|
| Is there a suitable First Aid kit present in the laboratory? <i>A list of First Aid kit items can be found at the EHS website</i> | | | |
| Are laboratory personnel aware of the location of the First Aid kit? | | | |
| Is laboratory personnel aware of the procedures in the event a medical emergency occurs in the lab? | | | |

| 16. Laboratory Personnel Habits. | Yes | No | N/A |
|--|-----|----|-----|
| Do you use cellular phones or radios or other personal electronic devices in the laboratory? | | | |
| Are food or beverages being stored, prepared, or consumed in the laboratory? | | | |
| Are food/beverage related items/material disposed in the lab? | | | |

| 17. Training Seminars/Webinars | Yes | No | N/A |
|---|-----|----|-----|
| Has everyone in the lab attended the mandatory General Lab Safety Training Seminar within the last 5 years? | | | |
| Has everyone attended the mandatory Biological Safety Webinar within the last 3 years? | | | |
| Does your laboratory ship or intend to ship infectious substances and/or dangerous goods? <i>If yes has the Shipping of Infectious Substances and Dangerous Goods training been completed within the last two years?</i> | | | |
| Have all individuals completed the OSHA Hazard Communication Online Training module? | | | |
| Has laboratory personnel completed EHS's OSHA BBP Training module (which includes Biomedical Waste Disposal)? (<i>module is available via University's ULearn system</i>) | | | |
| Have all laser users completed the mandatory Basic Laser Safety Training Class? | | | |
| The schedule for the EHS Training webinars can be found at the EHS website | | | |

| 18. Animal Work | Yes | No | N/A |
|--|-----|----|-----|
| Do you work with animals? Room # where animal work is done _____ | | | |
| What is your Protocol #? _____ | | | |
| Are the animals inoculated with any infectious agent(s)? <i>If yes please list</i> _____ _____ | | | |
| Do you bring live animals into the laboratory? | | | |

| 19. EHS Website | Yes | No | N/A |
|--|-----|----|-----|
| Are you familiar with the EHS website? <i>link to website www.miami.edu/ehs</i> | | | |
| <i>If you have any suggestions for the EHS website please email Jairo Betancourt at jairob@miami.edu</i> | | | |

*Per 42 CFR 73. - Penalties. Individuals in violation of this part are subject to a fine of no more than \$ 250,000 and no more than \$500,000 in the case of any other person.

*The Department of Homeland Security (DHS) Chemical Facility Anti-Terrorism Standards (72 FR 65395) requires the University to identify and report all chemicals of interest used/stored within its facilities.

| Printed Name(s) | Signature |
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