

**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.

<b>1. General Housekeeping: Corridors, Circulating Spaces, Means of Egress</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are equipment and materials crowding the means of egress?			
Are benches free of clutter?			

<b>2. Chemicals: Inventory, Storage, and Handling</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Has the annual room by room chemical inventory been submitted to EHS? <i>Include highlighted chemicals of interest (COI) with approximate amounts --- see link for list <a href="#">Chemicals of Interest (COI)*</a></i>			
Are your chemicals stored and segregated by chemical hazard class?			
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 MSDS Database?			

<b>3. OSHA Blood-borne Pathogens Standard (Infection Control Plan)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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?			
Has everyone had the TB screening?			

<b>4. Biomedical (Biohazardous) Waste</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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?			

<b>5. Hazardous (Chemical) Waste Disposal Procedures: Labeling, Packaging</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Do you know how to dispose of hazardous (chemical) waste?			
Is the Satellite Accumulation Area (SAA) set up in your laboratory?			
Is the SAA sign completed and posted?			
Do laboratory personnel know where the SAA is located?			
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>please visit the EHS website at <a href="http://www.miami.edu/ehs">www.miami.edu/ehs</a> for list of peroxide formers</i>			
Do you have old (dusty and rusty) and unused chemicals in your lab?			

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

<b>7. Chemical Spill Control Kit</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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?			
Does your lab use or store mercury?			
If yes, is a mercury spill kit available in your lab?			

<b>8. Gas Cylinders.</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are the gas cylinders properly capped and secured when not in use?			
Are the gas cylinders stored away from doorways?			

<b>9. Safety Showers/Eyewash stations.</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are there plumbed in 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?			

<b>10. Emergency Procedures: Fire Extinguishers, Etc.</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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> )			
Is the means of egress (corridors, doors, etc.) free from obstruction?			
Are you aware of the University's Chemical, Biological, Explosion, Fire, or Radiological Disaster 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?			

<b>11. Personal Protective Equipment (PPE)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is appropriate PPE being used (lab coats, safety goggles, gloves, etc.)?			
Is eye protection (safety goggles, safety glasses, face shields) available and being used?			
Are respirators (N95) being used?			
If yes, has the employee had the Annual Respirator Fit Test administered by EHS?			
Are laboratory personnel aware of the EHS Respiratory Protection Policy <i>Please visit <a href="http://www.miami.edu/ehs">www.miami.edu/ehs</a> for more information</i>			

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 click on the link below to download the Biosafety in Microbiological and Biomedical Laboratories (BMBL)</i> <a href="http://www.cdc.gov/biosafety/publications/bmbl5/BMBL.pdf">http://www.cdc.gov/biosafety/publications/bmbl5/BMBL.pdf</a>			
At what Biosafety Level are the agents being used?(please circle) 1 2 3			
Is the proper sign posted for your laboratory's Biosafety Level?			
Has a Biological Agents Registration Form been completed and submitted to EHS?			
Do you handle pathogens found on the Select Agents list (42CFR 73)*? ( <i>click link for list</i> ) <a href="http://www.selectagents.gov/Select%20Agents%20and%20Toxins%20List.html">http://www.selectagents.gov/Select%20Agents%20and%20Toxins%20List.html</a> If yes, please contact EHS.			
Is a suitable biohazard spill kit present in the laboratory?			
Are personnel aware of the location of the biohazard spill kit?			
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</i> <a href="http://www.nsf.org/business/biosafety_cabinetry/">http://www.nsf.org/business/biosafety_cabinetry/</a>			
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. Lasers	Yes	No	N/A
Are lasers present in your lab?			
Are the lasers registered with EHS?			
Have all users completed the required <b>Baseline Eye Exam</b> at Bascom Palmer Eye Institute?			
Have all users completed the EHS 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"/>			

14. 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> <a href="http://www.miami.edu/ehs">www.miami.edu/ehs</a>			
Are laboratory personnel aware of the location of the First Aid kit?			
Do laboratory personnel aware of the procedures in an event need First Aid?			

15. Laboratory Personnel Habits.	Yes	No	N/A
Are laboratory benches and work areas cluttered?			
Are food or beverages being stored, prepared, or consumed in the laboratory?			

16. Training Seminars/Webinars	Yes	No	N/A
Has everyone in the lab attended the General Lab Safety Training Seminar within the last 5 years?			
Has everyone attended the Biological Safety Webinar?			
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 covered by the OSHA BBP Standard completed their <b>annual</b> BBP training?			
The schedule for the EHS Training webinars can be found at the EHS website <a href="http://www.umiami.edu/ehs">www.umiami.edu/ehs</a> .			

17. 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?			

18. EHS Website	Yes	No	N/A
Are you familiar with the EHS website? <i>link to website</i> <a href="http://www.umiami.edu/ehs">www.umiami.edu/ehs</a>  <i>If you have any suggestions for the EHS website please email Jairo Betancourt at</i> <a href="mailto:jairob@miami.edu">jairob@miami.edu</a>			

\*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