



Laboratory Safety Self-Assessment

Department of Environmental Health and Safety
1800 Arthur St. Louisville, KY 40208 · 502-852-6670

Date: _____ Lab Designee: _____

Building: _____ Room Number: _____

Principal Investigator: _____

This form is meant to function as a self-assessment to assist labs in promoting a safe work environment and strong safety culture while remaining compliant with guidelines and best practices set forth by the Occupational Health and Safety Administration (OSHA), Environmental Protection Agency (EPA), National Institute of Health (NIH), Centers for Disease Control and Prevention (CDC), Department of Transportation (DOT), and other agencies.

Ref #	Assessment Item	Yes	No	Comments
1.00 Administrative Controls				
Documentation and Training				
1.01	Applicable safety training (general and lab-specific) is up to date and can be verified through documentation for all lab personnel. Any volunteers and minors working in the lab have registered with the Youth Protection Program.			
1.02	An updated chemical hygiene plan (CHP), chemical inventory, Safety Data Sheets (SDS), and applicable SOPs are easily accessible to lab personnel.			
Hazard Communication				
1.03	External lab doors have an all-hazards sign posted with current contact information. Any exit signs are functional, have working emergency lights, and are not obstructed from view.			
1.04	Chemical storage cabinets are labeled with the hazard type of chemicals being stored. Refrigerators are labeled for the storage or no storage of flammable chemicals. Biohazard stickers are present on incubators, fridges/freezers, biosafety cabinets, and centrifuges that handle biological materials.			
2.00 Emergency				
Emergency Equipment				
2.01	Eyewash station and emergency shower certification tags are up to date. There is clear access to eyewash stations and safety showers.			

2.02	A stocked spill kit is available. A first aid kit for minor injuries is available. Unexpired calcium gluconate gel is available if hydrofluoric acid (HF) is in use.			
Fire Safety				
2.03	Fire extinguisher inspection tags are current and contain tamper indicators. Access to all fire extinguishers is unobstructed. Access to all fire alarm pull stations is unobstructed.			
2.04	All lab personnel are aware of evacuation routes and congregation points. All laboratory doorways are unobstructed.			
Emergency Procedures				
2.05	Exposure Control Plans (ECP), emergency SOPs, and emergency contact numbers are easily accessible.			
2.06	All lab personnel are aware of the incident report form. All spills, accidents, and exposures are reported to Principal Investigators and DEHS immediately. All lab personnel know to contact ULPD (502-852-6111) in the event of a non-life-threatening emergency.			
3.00 General Safety				
Housekeeping/Work Practices				
3.01	Food, drinks, cosmetics, and lotions are not present in lab. Mouth pipetting is prohibited.			
3.02	A sink is present for washing hands and is supplied with soap and paper towels.			
3.03	Lab is clear of trip hazards, the floor is clean (no noticeable spills), and general clutter is kept to a minimum. Access to circuit breaker and electrical panels is unobstructed.			
Sharps				
3.04	Uncontaminated glass waste is collected in a box labeled 'glass waste' with a plastic liner. The box is sealed and replaced when $\frac{3}{4}$ full.			
3.05	Disposable sharps are placed in a specific sharps disposal container that is kept shut or designed to prevent the contents from spilling. The container is kept no more than $\frac{3}{4}$ full. Unprotected sharps are not present in the lab.			
4.00 Personal Protective Equipment (PPE)				
4.01	Gloves are available. Alternatives to latex gloves are available. Gloves for handling hot surfaces or cryogenic materials are available as needed. Disposable gloves are not washed or reused.			
4.02	Lab coats and other protective clothing (gowns, shoe covers, etc.) are available and worn when			

	necessary. Closed toed shoes and long pants are worn at all times.			
4.03	Safety glasses are available and worn as needed. Safety goggles and face shields are available as needed.			
4.04	Required training, medical surveillance, and fit testing are complete and up to date for all lab personnel using respiratory protection.			
5.00 Chemical Safety				
General Chemical Storage				
5.01	Chemical containers are in good condition and properly closed when not in use. All chemical containers are legibly labeled with at minimum the full chemical name in English and specific hazards. Working solutions may be labeled with abbreviations.			
5.02	Stored chemicals are segregated by compatibility. Liquid corrosives are stored in corrosive cabinets. Flammables are stored in an approved flammable cabinet or refrigerator.			
Chemical Fume Hoods (CFH)				
5.03	CFH airflow testing has been completed within the past 12 months and a label is attached.			
5.04	CFH is not overcrowded. The front and back grills are not blocked. Sashes are kept at or below the working height when in use. Airflow alarms are not muted.			
Compressed Gas Cylinders				
5.05	Compressed gas cylinders are labeled as to their contents, stored upright, and are secured by a chain about 2/3 up the cylinder. Cylinders are capped when not in use and have a pressure regulator when in use. Flammable gas cylinders are stored separately from oxidizing gas cylinders. Toxic gas cylinders must be stored in a functioning toxic gas cabinet.			
Chemical Waste				
5.06	Waste containers are labeled with 'Hazardous Waste,' all waste constituents, and all applicable hazard classes (flammable, corrosive, etc.). Waste containers remain closed unless actively adding to the container.			
5.07	Incompatible waste streams are collected in separate waste containers. Waste containing nitric acid is collected in its own container.			
5.08	No more than 55 gallons of waste are accumulated in any single lab. Waste generated in a lab must remain in that lab.			

6.00 Biological Safety				
Documentation and Training				
6.01	Lab has current and accurate registration with the Institutional Biosafety Committee (IBC) for research activities involving biohazard materials.			
6.02	Any lab personnel working with biological materials of human origin must take bloodborne pathogens training annually.			
Biological Safety Cabinets (BSC)				
6.03	All active BSCs have been certified within the past 12 months, and a certification label is attached. BSCs not in use or pending certification are marked as out of service.			
6.04	BSC sashes are set at appropriate heights and not propped up by equipment. The alarm is not muted. Intake and rear grills are free of obstructions, and nothing is stored on top of BSCs. Vacuum lines are protected with an inline HEPA filter.			
General Biosafety				
6.05	All procedures with the capability of producing infectious aerosols or high concentrations of infectious materials are conducted in a BSC or other appropriate containment device.			
6.06	Spaces between benches, cabinets, and equipment are accessible for cleaning. Disinfectant procedures are developed, and proper disinfectant is available and labeled.			
6.07	Materials are available to clean small biohazard spills. Large spills must be reported to DEHS immediately.			
Biological Waste				
6.08	All biohazard waste is collected for decontamination prior to disposal. Untreated biohazard waste is not mixed with chemical waste.			
6.09	Non-sharps biohazard waste is collected in a Stericycle box lined with a red bag. When $\frac{3}{4}$ full, the bag is tied and the box taped closed. Serological pipettes and pipette tips should be collected in a cardboard box or other hard-walled container prior to disposal in the Stericycle box.			