



## Laboratory Safety Compliance Self-Assessment Guide

Using this Laboratory Safety Compliance Self-Assessment Guide offers several important benefits. It supports adherence to University safety standards, serves as a tool for training and reminds existing personnel about safety protocols and best practices. Regular checks can help prevent accidents and injuries while demonstrating due diligence and continuous improvement.

Here's a list of key safety items to consider during your self-assessment

### GENERAL LAB SAFETY / LAB EQUIPMENT SAFETY

- First aid kit is readily available and adequately stocked
- Lab refrigerators are labeled "No Food or Drink" and "Attention, Storage of Flammable solvents or explosive materials prohibited" (available at EHS main office)
- Lab sinks are labeled "Warning, no disposal of flammable, toxic corrosive oily or other hazardous waste down drains. (Yellow sticker – available from EHS main office)
- Fire extinguishers are inspected, mounted to the wall, and readily accessible
- Eyewash/safety showers available and inspected as required (eyewash weekly by lab users, safety showers every 3 months by Physical Resources/Facilities)
- Lab benches, fume hoods, and aisles are uncluttered
- Lab doors are kept closed
- Proper personal protective equipment (PPE) readily available for all personnel, including visitors, and worn when working in the lab. (Safety glasses or goggles, appropriate gloves, lab coat, apron, face shield, etc. **No Shorts or Sandals**)
- Fume hoods are inspected annually and the sash is closed when the fume hood is not in use

- ☑ Gas cylinders are properly secured, valves shut off, and when not required for use, gauges are removed and valve caps in place
- ☑ Extension cords are certified, for temporary use and there is no evidence of piggybacking of extension cords

#### **ADMINISTRATIVE CONTROLS**

- ☑ Personnel have taken all required EHS training (WHMIS, Lab Safety, Worker Health and Safety Awareness, or Supervisor Health and Safety Awareness) as required
- ☑ Lab-specific training is provided and documented
- ☑ Lab manuals, SDSs, and operating instructions are available and reviewed by lab personnel.
- ☑ Emergency procedures are posted on the inside of the entrance to the lab
- ☑ Labs containing regulated hazardous substances have posted lab door signage on the lab entrance
- ☑ Chemical Inventory (HECHMET) is regularly updated

#### **HAZARDOUS WASTE AND CHEMICAL SAFETY**

- ☑ Chemicals are segregated according to hazard class and compatibility (oxidizing from organic acids, bases, flammables, etc.), into appropriate storage cabinets (corrosives, flammables)
- ☑ A chemical spill kit is readily available, and lab personnel are trained on how to use it
- ☑ Flammable liquids are used away from sources of heat and ignition and stored in flammable storage cabinets
- ☑ Flammable liquid cabinet doors close and latch properly
- ☑ Containers are labeled with chemical content.
- ☑ Chemical containers are stored in secondary containment as applicable