**Monthly Area Safety Assessment**



|  |  |
| --- | --- |
| **Assessor** |  |
| **Individuals Present** |  |
|  |
| **Date** |  |
| **Last Assessment** |  |

|  |
| --- |
| **Laboratory Name:** |
| **Building:** | **Room Number:** | **Utility Rooms (if any):** |
| **PI:** | **Safety Officer:** | **Supervisor:** |

|  |
| --- |
| 1. **SOPs and Training**
 |
| **Unsure** | **Yes** | **No** | **N/A** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Does the lab a specific set of written SOPs that cover regular lab procedures or tasks? *A lab will, generally, ALWAYS have some form of SOP that covers something as simple as, crushing and sorting samples or a complex as running a mass spec.* |
| [ ]  | [ ]  | [ ]  | [ ]  | Are SOPs up to date? | Date of last revision: |
| [ ]  | [ ]  | [ ]  | [ ]  | Do SOPs have associated training records?*Lab personnel who are involved in a procedure should document that they have read and understand the SOP and should also have the opportunity to ask questions.* |
| [ ]  | [ ]  | [ ]  | [ ]  | Have all lab personnel involved with specific tasks read and signed applicable SOP training records? |
| [ ]  | [ ]  | [ ]  | [ ]  | Are lab personnel trained or mentored in safe practices specific to the general lab operation? (i.e. Chemical Hygiene, Laboratory Safety) |
| **Comments:** |  |

|  |
| --- |
| 1. **Emergency Information**
 |
| **Unsure** | **Yes** | **No** | **N/A** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Is there an emergency contact sign with hazard warnings outside the lab entrance?*This is a yellow sign obtained through EHS, it can be found at https://oehs.utah.edu/resource-center/forms/hazard-warning-signage-questionnaire* |
| [ ]  | [ ]  | [ ]  | [ ]  | Is there emergency signage visible as you exit the lab explaining where to go in an emergency? (i.e. eyewash/shower, fire extinguisher, exit) |
| [ ]  | [ ]  | [ ]  | [ ]  | Is there a printed chemical inventory with SDS sheets available near the lab entrance/exit? |
| [ ]  | [ ]  | [ ]  | [ ]  | Is the binder containing the chem inventory and SDS sheets clearly marked? |
| [ ]  | [ ]  | [ ]  | [ ]  | Has the chemical inventory recently been updated through the Lab Management System? *This should be revised annually or whenever there is a chemical added or removed.*  |
| **Comments:** |  |

|  |
| --- |
| 1. **General Lab, Fire, and Life Safety**
 |
| **Unsure** | **Yes** | **No** | **N/A** |  |
| **Counter Space and Sinks** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Do counter tops appear to be organized? |
| [ ]  | [ ]  | [ ]  | [ ]  | Do unattended experiments have a description of the process and contact information for the responsible person?  |
| [ ]  | [ ]  | [ ]  | [ ]  | Are sinks posted with signage indicating that the water should not be consumed (non-potable)? |
| [ ]  | [ ]  | [ ]  | [ ]  | Is there sufficient backflow prevention on the faucets in the lab? |
| [ ]  | [ ]  | [ ]  | [ ]  | Storage beneath sinks is limited to cleaning and cleanup supplies. (NO FLAMABLES) |
| **Storage Space** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Is shelving, cabinetry, or equipment that is over 4 feet tall, braced or arrested from moving or falling? |
| [ ]  | [ ]  | [ ]  | [ ]  | Are wall mounted cabinets in good working condition (i.e. appear to be mounted properly)? |
| [ ]  | [ ]  | [ ]  | [ ]  | Do wall mounted cabinets appear to be over loaded? *Most shelving units have weight restrictions, you should know these and be sure that the load does not exceed the specification.* |
| [ ]  | [ ]  | [ ]  | [ ]  | Is the weight distributed on shelving units such that the center of gravity is as low as possible? *Heaviest items should be lowest to the ground and lighter items should be elevated*  |
| [ ]  | [ ]  | [ ]  | [ ]  | Top shelf storage does not approach the ceiling within 24 inches. |
| **Utility Space** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Storage racks are properly secured and anchored. |
| [ ]  | [ ]  | [ ]  | [ ]  | Chemicals, if present, are stored properly by following all requirements and precautions followed in a lab. |
| [ ]  | [ ]  | [ ]  | [ ]  | Compressed gas cylinders, if present, are capped and secured.  |
| [ ]  | [ ]  | [ ]  | [ ]  | Doors to utility spaces are labeled with the proper hazards and contact information. |
| **Ingress/Egress** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Are lab exits clearly marked and unobstructed? |
| [ ]  | [ ]  | [ ]  | [ ]  | Doors are not obstructed on either side and can open freely? |
| [ ]  | [ ]  | [ ]  | [ ]  | If a door is otherwise inoperable or is not an exit, it is labeled as such. |
| [ ]  | [ ]  | [ ]  | [ ]  | Are pathways to the above exits clear and unobstructed? |
| [ ]  | [ ]  | [ ]  | [ ]  | Are there significant trip hazards present?*Equipment cords and other trip hazards should be taped/secured down and made visually apparent* |
| **Fire** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Doors are not improperly blocked open?*Many doors are fire doors which slow the progression of a fire or limit mobility of smoke within a structure. These doors should remain closed at all times.* |
| [ ]  | [ ]  | [ ]  | [ ]  | Ceiling tiles, if outfitted, are all present and in place?*Ceiling tiles act to slow the progression of a fire or limit mobility of smoke into plenum spaces. These tiles should remain in place at all times.* |
| [ ]  | [ ]  | [ ]  | [ ]  | Fire extinguishers present are rated for the use intended *(i.e. a general class A extinguisher is not rated for a reactive metal fire or an electrical fire)* |
| [ ]  | [ ]  | [ ]  | [ ]  | A fire blanket is present if it is needed.*If the lab is working with pyrophoric, air or water reactive materials, or other unstable substance, a fire blanket should be considered.* |
| **Electrical** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Extension cords are not used on a permanent basis. |
| [x]  | [ ]  | [ ]  | [ ]  | Power strips are not overloaded and are in good condition. |
| [ ]  | [ ]  | [ ]  | [ ]  | Space heaters are NOT present and NOT used. |
| [ ]  | [ ]  | [ ]  | [ ]  | Equipment cords are in good condition without frays or exposed wires. |
| [ ]  | [ ]  | [ ]  | [ ]  | Electrical panels have at least 3 feet of clearance in front and to the sides.  |
| [ ]  | [ ]  | [ ]  | [ ]  |  |
| **Unsure** | **Yes** | **No** | **N/A** |  |
| **Trash** |  |
| [x]  | [ ]  | [ ]  | [ ]  | Trash appears to be emptied on a regular basis |
| [ ]  | [ ]  | [ ]  | [ ]  | There is no chemical disposal in the trash can unless containers have been rinsed, dried, and defaced. |
| [ ]  | [ ]  | [ ]  | [ ]  | There is there a place for sharps disposal. *Items such as needles or broken glass should not be disposed of in the general garbage can.* |
| **Personal Protective Equipment** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Appropriate gloves are used and in good condition.*Not all gloves are created equal with respect to chemicals that may be encountered. When selecting a glove, break through time, degradation, and permeation rate must be evaluated. Consult an SDS or vendor glove selection chart when choosing a proper protective glove.* |
| [ ]  | [ ]  | [ ]  | [ ]  | Appropriate eye protection is available and in good condition. |
| [ ]  | [ ]  | [ ]  | [ ]  | Appropriate lab coat, apron, or protective coverings are available and in good condition. |
| [ ]  | [ ]  | [ ]  | [ ]  | Face shield and cryogenic gloves are available for cryogenic fluid use. |
| [ ]  | [ ]  | [ ]  | [ ]  | Appropriate lab attire is worn by lab personnel. *Close toe shoes and long pants are required to be worn in all University of Utah labs.* |
| [ ]  | [ ]  | [ ]  | [ ]  | Respirators are not used unless EHS has been contacted and are aware of their use. |
| **Local Exhaust / Fume Hood** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Has the fume hood been certified recently?*This is something that is done by EHS, if the green certification sticker is over 1 year out of date then call EHS to have them come certify the unit.* |
| [ ]  | [ ]  | [ ]  | [ ]  | Is the alarm functioning properly?*Test the alarm by pressing the alarm button. You should hear a fast beeping sound and the air flow should increase to a maximum.* |
| [x]  | [ ]  | [ ]  | [ ]  | Is the sash completely down if the hood is not and use, or is it below the safety stops otherwise?*If a fume hood is not being used, that sash should always be stored in a lowered position so that no chemical fumes can escape and also to minimize energy consumption. A fume hood sash should ALWAYS be used as a primary barrier between you and any hazardous work.* |
| [x]  | [ ]  | [ ]  | [ ]  | The fume hood is NOT being used as a storage area and appears that it is being used properly.*Fume hoods should only be used to do hazardous work and keep hazardous chemicals. If chemicals are no longer needed, they should be disposed of through EHS and should not be kept in the fume hood indefinitely.*  |
| **Comments:** |  |

|  |
| --- |
| 1. **Hazardous Materials**
 |
| **Unsure** | **Yes** | **No** | **N/A** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Are Hazardous materials (flammable, chemical, or other hazards) present or used in the lab? *If the answer to this question is NO, then skip the following section.* |
| **Chemical storage** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Chemical storage cabinets are clearly marked and labeled to assure that incompatible chemicals are not stored together. |
| [ ]  | [ ]  | [ ]  | [ ]  | Incompatible chemicals are NOT stored together.*Chemicals should be completely segregated according to their compatibility in order to prevent mixing of incompatible chemicals (i.e. acids and organics).* |
| [ ]  | [ ]  | [ ]  | [ ]  | Hazardous liquids are stored in sufficient secondary containment. |
| [ ]  | [ ]  | [ ]  | [ ]  | Chemical shelves are fitted with safety lips (if not then use secondary containment) |
| [ ]  | [ ]  | [ ]  | [ ]  | Chemicals are not being stored in a fume hood. |
| [ ]  | [ ]  | [ ]  | [ ]  | All containers are stored with caps. |
| [ ]  | [ ]  | [ ]  | [ ]  | All containers are stored with labels. Including samples.  |
| **Flammable Materials** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Less than 10 gallons of flammable materials are stored outside of a labeled flammables cabinet. |
| [ ]  | [ ]  | [ ]  | [ ]  | Flammable materials are not stored in a standard fridge or freezer.*Units that are not rated for flammable materials have potential vapor ignition sources that are not isolated from the cooling compartment, thus introducing a risk of explosion.*  |
| **Compressed Gasses** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Compressed gas cylinders are securely stored upright and secured to a rack. |
| [ ]  | [ ]  | [ ]  | [ ]  | Cylinders that are not in service are properly capped and secured. |
| [ ]  | [ ]  | [ ]  | [ ]  | Flammable gasses and oxidizing gasses are separated and not stored together. |
| [ ]  | [ ]  | [ ]  | [ ]  | Personnel that work with compressed gasses have been trained on how to properly handle and operate compressed gas tanks and regulators. |
| [ ]  | [ ]  | [ ]  | [ ]  |  |
| **Unstable Chemicals** |  |
| **Unsure** | **Yes** | **No** | **N/A** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Chemicals that are unstable (peroxides and peroxide formers) are properly labeled and dated and are not held past their expiration date. |
| **Unwanted Chemical Material** |  |
| [ ]  | [ ]  | [ ]  | [ ]  | Chemicals that are unwanted are labeled as unwanted and stored properly. |
| [ ]  | [ ]  | [ ]  | [ ]  | Unwanted chemicals are not stored for longer than 6 months.Unwanted chemicals are collected by EHS and a pickup is initiated through the online LMS.  |
| **Comments:** |  |