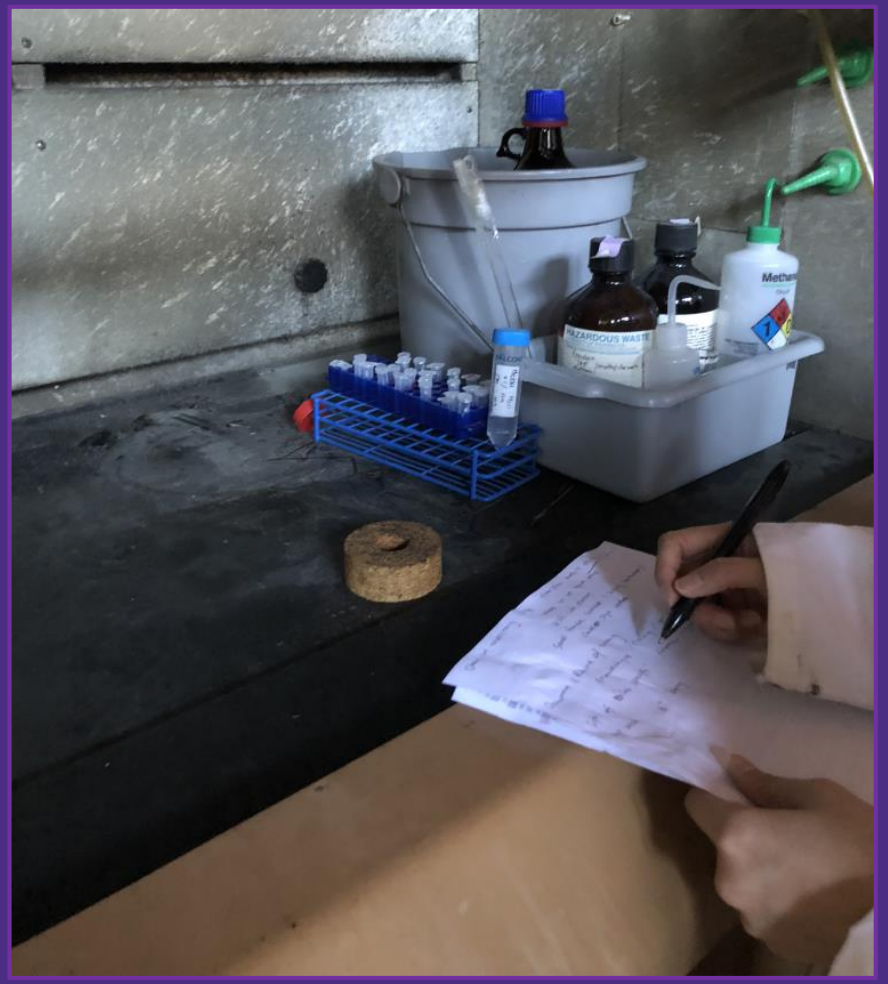
WORKING TOGETHER FOR A
SAFE AND HEALTHY U

UW LABORATORY SAFETY PROGRAM

LABORATORY SELF-INSPECTIONS



Alex Hagen
Lab Safety Specialist

ENVIRONMENTAL HEALTH & SAFETY
UNIVERSITY of WASHINGTON

TODAY'S DISCUSSION

- Reasons for self-inspections
- How to conduct self-inspections
- New self-inspection tool from EH&S
- Ways to customize the self-inspection process

REASONS FOR SELF-INSPECTIONS

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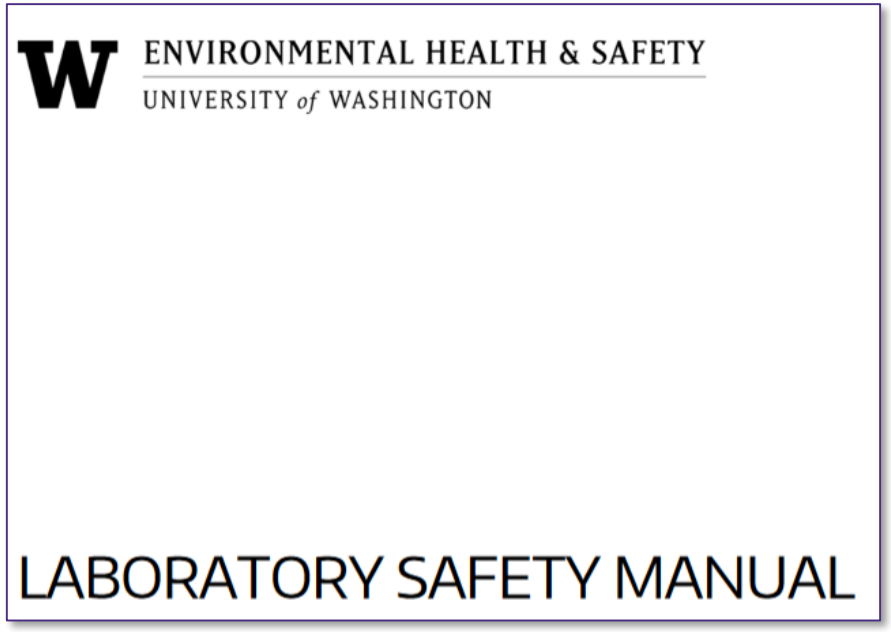
REGULATIONS & POLICY

- OSHA regulations and Washington Administrative Code (WAC 296-800)
- Requirement stated in the Lab Safety Manual (UW policy document); part of the Chemical Hygiene Plan



OUTCOMES

- Different insights from EH&S inspections
- Routine review of safety practices and trainings
- Verification that lab policies and practices are being maintained and followed
- Confirmation that changes made have been sustained and are working well
- Incorporation of new personnel, equipment, activities, and hazards

HOW TO CONDUCT SELF-INSPECTIONS

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TIMING

- **Minimum requirement is to conduct inspections annually**

  - Increase if you have frequent turnover, visiting researchers, student projects, multiple or new hazards present

- **Conduct at least several months before or after your EH&S lab safety survey**

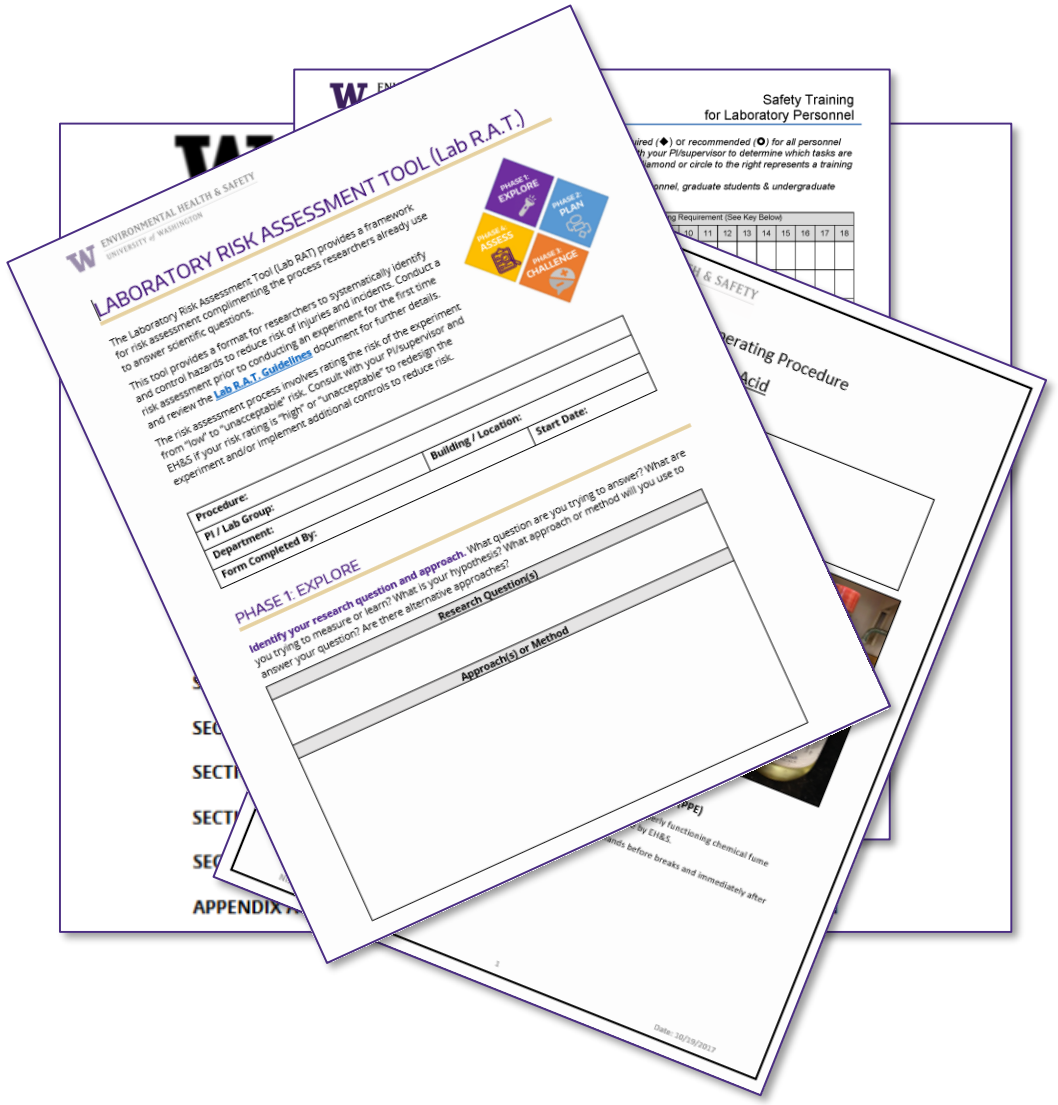
- **Complete all components of the inspection in a timely manner (max. 3 days)**

DOCUMENTATION PRACTICES

- Retain records of self-inspections
- Electronic or paper format is acceptable
- Record items checked and findings
- Record dates of self-inspection
- Record corrective actions for each finding and dates of completion

TOPICS TO INCLUDE: CHEMICAL HYGIENE PLAN

- Lab safety manual is current and accessible to all lab members
- Trainings are current and documented
- SOPs are complete and accessible
- PPE and hazard assessments are completed and have been reviewed
- Authorizations for hazardous materials and practices are in place

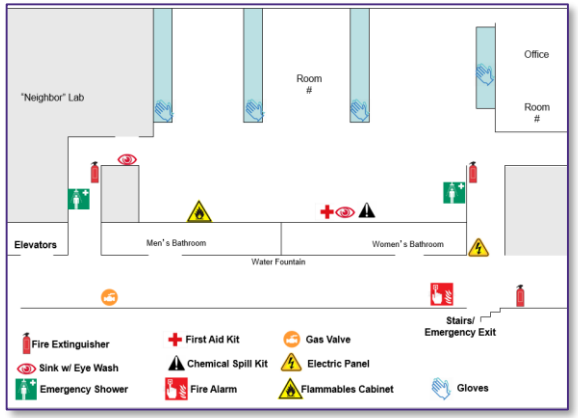


TOPICS TO INCLUDE: PPE

- PPE practices have been assessed for all activities
- Documentation that all lab members have been trained
- PPE practices are followed by all
- Adequate PPE is provided and maintained

TOPICS TO INCLUDE: GENERAL SAFETY

- Lab policies are established and documented
- Documentation that lab members have been trained
- Lab policies are followed by all
- Emergency procedures and floor plans are posted
- Food and drink are not consumed in the lab

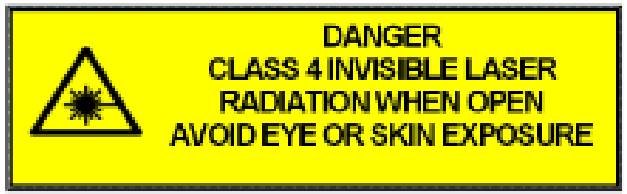


TOPICS TO INCLUDE: CHEMICAL MANAGEMENT

- Chemical inventories are accurately listed in MyChem
- Caution signs are generated from current inventory and posted at all entrances
- All chemical containers are in good condition and stored appropriately
- Old and unused chemicals have been removed from the lab

TOPICS TO INCLUDE: HAZARDOUS MATERIALS

- First aid and spill kits are provided in all locations needed
- All hazards are appropriately labeled and stored – chemical, biological, radiological, physical
- Hazardous waste is appropriately labeled and contained
- Hazards are included on Caution Signs

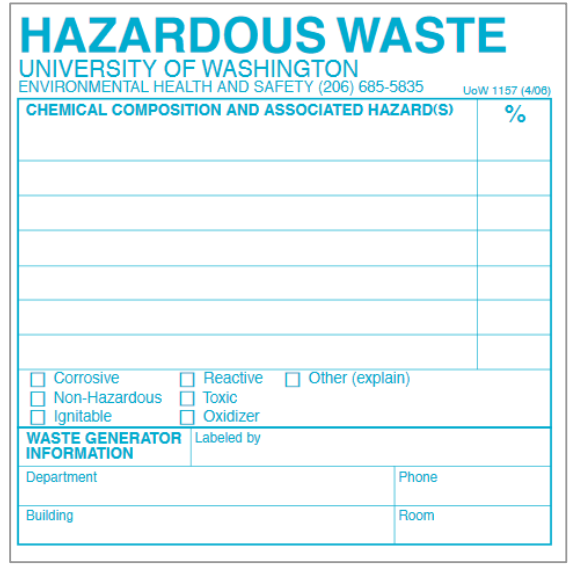


TOPICS TO INCLUDE: EQUIPMENT

- Lab equipment is in good condition
- Ventilation equipment is maintained and used properly (ie. fume hood practices)
- Equipment with physical hazards are properly guarded and secured
- Electrical safety practices are followed
- Emergency equipment (eyewashes, showers, fire extinguishers) is easily accessible

TOPICS TO INCLUDE: HOUSEKEEPING

- Work spaces are clean and uncluttered
- Storage spaces (eg. freezers, cold rooms) are well organized
- Waste streams are appropriately managed
- No legacy items
- Aisles and exits are clear



NEW SELF-INSPECTION TOOL FROM EH&S

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LAB SAFETY DASHBOARD

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Report a Concern or Injury | Topics | Training | Forms | About EH&S

POPULAR SERVICES | BIOLOGICAL | CHEMICAL | ENVIRONMENTAL | FIRE & LIFE | RADIATION | RESEARCH & LAB | WORKPLACE

Research & Lab > Laboratory Safety

- Research & Lab
- Animal Use Medical Screening (AUMS)
- Boating Safety
- Caution Sign for Hazards
- Compressed Gas / Cryogenic Fluids
- Diving Safety Program
- Emergency Washing Equipment
- **Laboratory Safety**
  - Lab Safety Dashboard
- Pressure Vessels
- Research Occupational Health
- Safety Manuals

Laboratory Safety

Laboratory glassware

The Laboratory Safety program oversees safety and compliance in all UW research and teaching laboratory spaces to reduce the risk of injury and exposure, decrease the risk of property loss, lessen the likelihood of lost research, and minimize environmental damage.

CONTACT

Lab Safety Team

(206) 685-3993
labcheck@uw.edu

REFERENCE FILES

Safety Training for Labora
Personnel (Lab Safety Tra
Matrix)
103.05KB (.pdf)

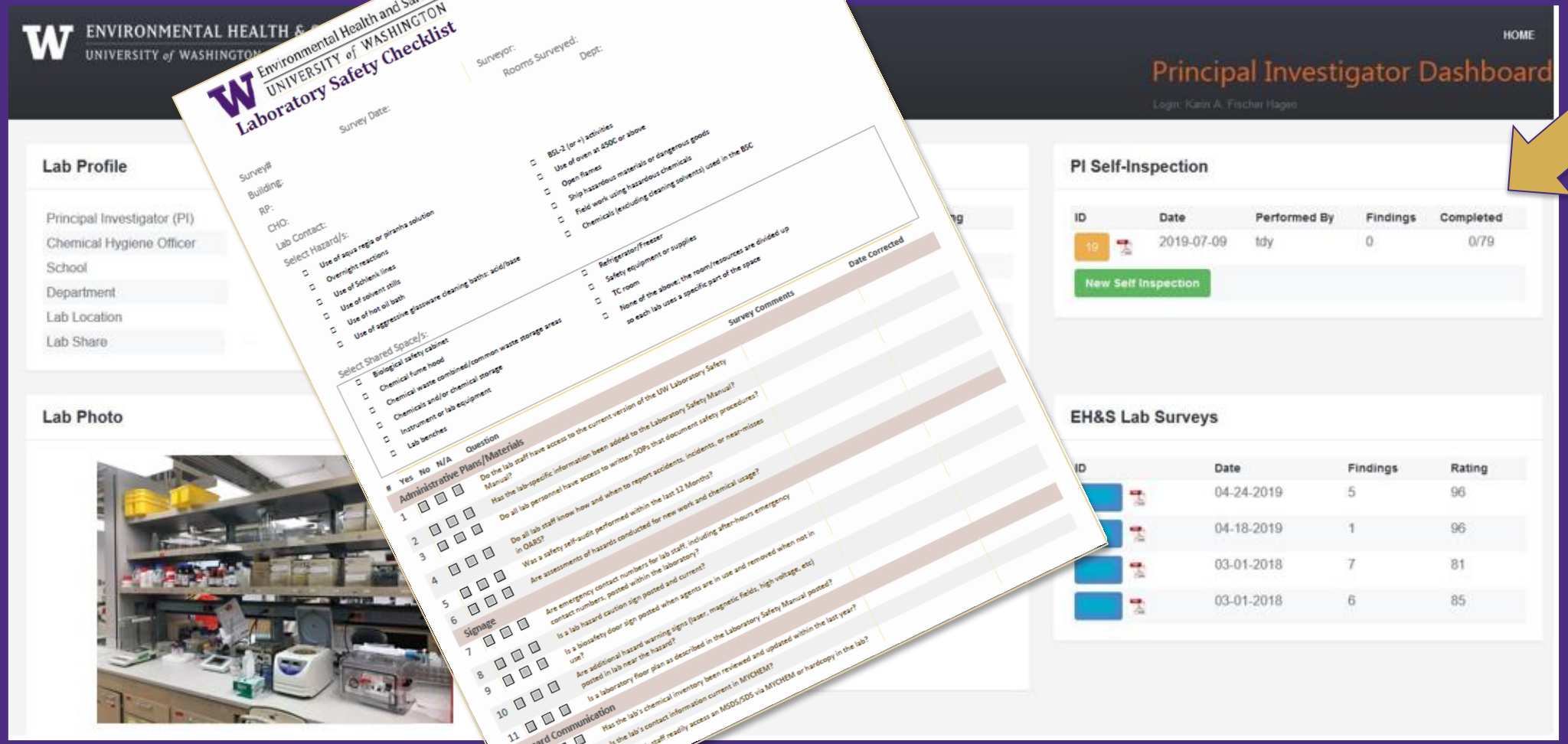
UW Hazardous Waste Labels
86.05KB (.pdf)

Laboratory Personal Protective Equipment (PPE) Hazard

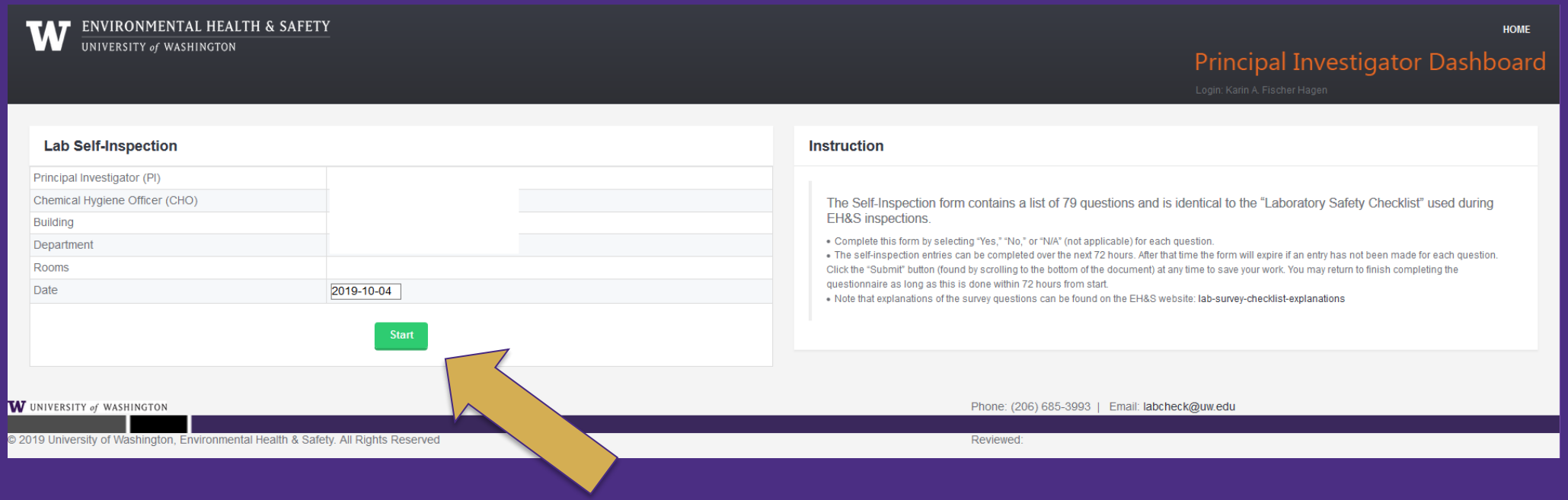
Survey-related Tools and Resources

- Laboratory Survey Checklist
- Laboratory Survey Checklist Ex ions
- Laboratory Safety Dashboard
- Laboratory Safety Performance Rating System
- Laboratory Safety Award

ENHANCED LAB S ASHBOARD



SELF-INSPECTION TOOL



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Inspection Number: 162 | Lab Self-Inspection

ID	Answer	Question
Administrative Plans/Materials		
01	○ YES | ○ NO | ○ N/A	Do the lab staff have access to the current version of the UW Laboratory Safety Manual? comments
02	○ YES | ○ NO | ○ N/A	Has the lab-specific information been added to the Laboratory Safety Manual? comments
03	○ YES | ○ NO | ○ N/A	Do all lab personnel have access to written SOPs that document safety procedures? comments
04	○ YES | ○ NO | ○ N/A	Do all lab staff know how and when to report accidents, incidents, or near-misses in OARS? comments
05	○ YES | ○ NO | ○ N/A	Was a safety self-inspection performed within the last 12 Months? comments
06	○ YES | ○ NO | ○ N/A	Are assessments of hazards conducted for new work and chemical usage? comments

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73	◉ YES | ○ NO | ○ N/A	Are fire extinguishers available, easily accessible, and free of obstructions? comments
Exit Access/Corridors		
74	◉ YES | ○ NO | ○ N/A	Are aisles and exits within the laboratory space free of clutter and obstructions? comments
75	◉ YES | ○ NO | ○ N/A	Are corridors and exits free of obstruction and hazardous materials/processed in accordance with UW Corridor Policy? comments
Seismic Safety		
76	○ YES | ◉ NO | ○ N/A	Are chemical containers stored safely on shelves with lips or in a closed cabinet to prevent them from falling in an earthquake? Need to move chemical in room 258 to shelves with lips
Machinery		
77	◉ YES | ○ NO | ○ N/A	Are all hazardous pieces of machinery mounted or secured to prevent movement or tipping? comments
78	○ YES | ◉ NO | ○ N/A	Are all points of operation, rotating components, and other moving parts of machinery properly guarded to prevent injury? Vacuum pump in room 307 needs a new guard
79	◉ YES | ○ NO | ○ N/A	Is laboratory equipment with potential hazards routinely inspected and maintained or serviced as recommend comments

Save

SELF-INSPECTION RECORD

PI Self-Inspection

ID	Date	Performed By	Findings	Completed
162	2019-10-04	fischera	0	0/79

New Self Inspection


University of Washington
Environmental Health & Safety
Public Health

LABORATORY SELF INSPECTION

Principal Investigator (PI):
Chemical Hygiene Officer (CHO):
Department: Biobehavioral Nursing and Health Systems
Inspection Performed by:

Self Inspection ID:
Date: 09-30-2019
Building: MAG HEALTH SCIENCES
Rooms:

IN/OUT | Repeat | ID | FINDING
OUT=out of compliance, IN=in compliance, N/A=not applicable
Question

1. Do the lab staff have access to the current version of the UW Laboratory Safety Manual?
Finding:

2. Has the lab-specific information been added to the Laboratory Safety Manual?
Finding:

3. Do all lab personnel have access to written SOPs that document safety procedures?
Finding:

4. Do all lab staff know how and when to report accidents, incidents, or near-misses in OARS?
Finding:

5. Was a safety self-audit performed within the last 12 Months?
Finding:

6. Are assessments of hazards conducted for new work and chemical usage?
Finding:

7. Are emergency contact numbers for lab staff, including after-hours emergency contact numbers, posted within the laboratory?
Finding:

8. Is a lab hazard caution sign posted and current?
Finding:

9. Is a biosafety door sign posted when agents are in use and removed when not in use?
Finding:

1 / 9

RESOURCE

https://www.ehs.washington.edu/lab-survey-checklist-explanations

#	Question and Explanation *(additional information for survey team members and report recipients)*	Reference Code
Administrative Plans/Materials		
1	**Do the lab staff have access to the current version of the UW Lab Safety Manual?** The UW Lab Safety Manual (LSM) is designed to be the cornerstone of each lab safety program; the material included aids faculty, staff and students in maintaining a safe environment in which to teach, learn and conduct research. The LSM is intended to assist users in the recognition, evaluation and control of chemical and physical hazards associated with laboratory operations. The LSM is your reference for laboratory safe practices and policies affecting laboratory operations. The LSM is part of the Washington Department of Labor and Industries "Chemical Hygiene Plan" (CHP). It is required for all laboratories that use hazardous chemicals. WAC 296-828-20005 also requires this document to be updated at least annually; to meet this requirement, EH&S reviews the current version each year and releases an updated version of the LSM in the Autumn. The LSM can be either in paper or electronic format; it must be accessible at all times to all personnel who work with hazardous	WAC 296-828-20005

WAYS TO CUSTOMIZE THE SELF-INSPECTION PROCESS

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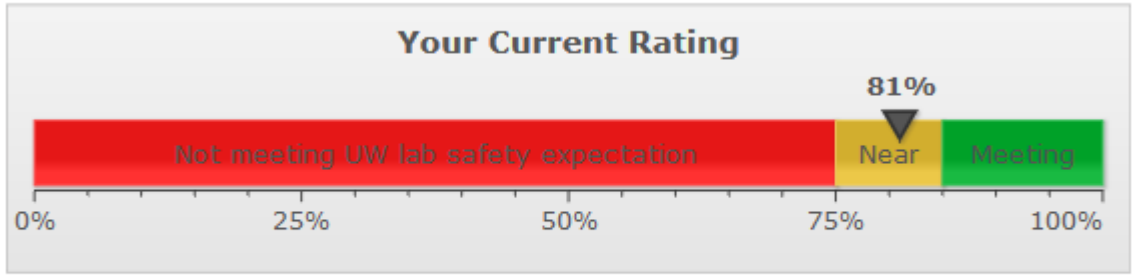
CUSTOMIZE HOW THEY ARE CONDUCTED

- Frequency
- Individual vs. group
- Static vs. rotating assignment
- How results are communicated to the group
- Collaborate on spaces/resources that are shared



Based upon your recent laboratory survey findings, you are nearing University expectations for safety.

CUSTOMIZE WHAT IS INCLUDED

- Unique hazards, pieces of equipment
- Issues related to previous incidents/accidents
- Recurring issues in a particular space

QUESTIONS?

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