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|  **Lab Safety Checklist - to be completed by the lab before OESO walkthrough** | *Date* |  |
| *PI Name* |  | *Safety Contact Name* |  |
| *Department* |  | *Safety Contact Phone* |  |
| *Box #* |  | *Safety Contact Email* |  |
| *Your buildings & rooms* |  |
| *Shared buildings & rooms (incl.* [*cold rooms*](https://www.safety.duke.edu/sites/default/files/Cold-Room-Information-Sheet.pdf)*)* |  |

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|  **Documentation and Training** |
| 1 | Is the list of lab members in the [Lab Safety and Waste Management System (LSWMS)](https://www.safety.duke.edu) up to date? (safety.duke.edu -> Applications -> Lab Safety and Waste Management) | [ ]  Yes | [ ]  No |
| 2 | Which of the following can personnel easily access (via cloud drive, hardcopy, web, etc.)? |
| ​[ ]  [Duke University Safety Manual](https://www.safety.duke.edu/safety-manuals/university-safety-manual) [ ]  [Duke Laboratory Safety Manual](https://www.safety.duke.edu/safety-manuals/laboratory-safety-manual)​​[ ]  [Radiation Safety Manual](https://www.safety.duke.edu/sites/default/files/radman.pdf)​​[ ]  [Duke Chemical Hygiene Plan](https://www.safety.duke.edu/sites/default/files/Section_3_ChemicalSafety.pdf) [ ]  [Reproductive Health Policy](https://www.safety.duke.edu/occupational-hygiene-safety/reproductive-health)​[ ]  [Safety Data Sheets (SDSs)](https://www.safety.duke.edu/occupational-hygiene-safety/hazard-communication/hazard-communication-faq#sheet) | ​[ ]  [Report of Work-Related Injury or Illness Form](https://www.safety.duke.edu/emergency)​​[ ]  [OESO Emergency Response Guide](https://www.safety.duke.edu/sites/default/files/EmergencyResponse.pdf) & [Webpage](https://www.safety.duke.edu/emergency), including [ ]  Exposure Hotline - Bio, Chem, or Rad – 919-684-8115[ ]  [Blood Borne Pathogens Exposure Control Plan](https://www.safety.duke.edu/sites/default/files/VI_IBloodbornePathogens-laboratories.pdf)[ ]  [Minors/Non-Employees in the Workplace Policy](https://www.safety.duke.edu/sites/default/files/I_6MinorsNon-Employees.pdf)[ ]  Training records/Written procedures for [machine tools](https://www.safety.duke.edu/sites/default/files/III_4AcademicShopSafety.pdf) | ​​[ ]  [Lab Chemical Waste Management Practice](https://www.safety.duke.edu/environmental-programs/hazardous-waste/chemical-waste)​[ ]  [P-List](https://www.safety.duke.edu/sites/default/files/PList.pdf) of acutely hazardous chemical wastes [ ]  [Drain Disposal Guidelines](https://www.safety.duke.edu/sites/default/files/Drain-Disposal-Practice.pdf) - [(flyer)](https://www.safety.duke.edu/sites/default/files/ProperSinkDisposalofChemicalSubstances.pdf)[ ]  [Aerosol Can Disposal Policy](https://www.safety.duke.edu/sites/default/files/Aerosol-Can-Policy.pdf)[ ]  [Eyewash/drench hose flushing records](https://www.safety.duke.edu/sites/default/files/Eyewash_Maintenance.pdf)[ ]  [Appropriate Information Sheets](https://www.safety.duke.edu/laboratory-safety/information-sheets) |
| 3 | Please indicate how many copies of the [OESO Emergency Response Guide](https://www.safety.duke.edu/sites/default/files/EmergencyResponse.pdf) flipchart you need:  |
| 4 | Is the presence of food and drink prohibited in appliances used for potentially infectious materials or hazardous chemicals through training and labeling of refrigerators, freezers, and microwaves? | [ ]  N/A[[1]](#footnote-1) | [ ]  Yes | [ ]  No |
| 5 | Are eating, drinking, applying cosmetics, and handling contact lenses prohibited in areas where there is any risk of exposure to potentially infectious materials or hazardous chemicals? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 6 | Are employees trained on safe use and proper clothing/PPE for autoclaves? (See also [info sheet](https://www.safety.duke.edu/sites/default/files/Autoclave_Safety_Info_sheet.pdf), [hazard alert](https://www.safety.duke.edu/sites/default/files/HazardAlert_AutoclavingLiquids.pdf), and [training checklist](https://www.safety.duke.edu/sites/default/files/SafeUseofAutoclaves_TrainingChecklist.docx).) | [ ]  N/A | [ ]  Yes | [ ]  No |
| 7 | Do you have any minors or non-employees in your lab? | [ ]  Yes | [ ]  No |

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| **Fire Safety** |
| 1 | Are all lab members familiar with the location of fire alarm pull stations and fire extinguishers? | [ ]  Yes | [ ]  No |
| 2 | Are open flames/Bunsen burners only used outside biosafety cabinets (BSCs) and/or fume hoods? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 3 | Are combustible materials such as paper removed from the lab bench when using open flames/Bunsen burners? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 4 | Does the lab avoid storing flammable chemicals in ["Not Approved” fridges/freezers](https://www.safety.duke.edu/sites/default/files/C-Refrigerator.pdf) and are fridges [labeled](https://www.safety.duke.edu/sites/default/files/Non-Flammable_Sign.pdf)? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 5 | Are extension cords used on equipment for only less than 30 days in a row? This is NOT regarding power strips. | [ ]  N/A | [ ]  Yes | [ ]  No |
| 6 | Do all workers know where the outside Emergency Assembly Point is located? (See [Site-Specific Fire Plan Part I](https://www.safety.duke.edu/fire-life-safety/site-specific-fire-plans)) | [ ]  N/A | [ ]  Yes | [ ]  No |

| **General Safety and Personal Protective Equipment (PPE)** |
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| 1 | Are there any procedures that require [PPE](https://www.safety.duke.edu/occupational-hygiene-safety/personal-protective-equipment) in your lab? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 2 | Have all lab members been provided with instructions about the use, care, and storage of [PPE](https://www.safety.duke.edu/occupational-hygiene-safety/personal-protective-equipment)? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 3 | Which types of [PPE](https://www.safety.duke.edu/occupational-hygiene-safety/personal-protective-equipment) are available in your lab: |
| [ ]  Nitrile gloves[ ]  Alternative gloves (for anyone allergic) [ ]  Neoprene gloves[ ]  Cryogen gloves (cold/liquid resistant)[ ]  Autoclave gloves (heat resistant)[ ]  UV/IR eye protection | [ ]  Goggles [ ]  Safety glasses [ ]  Surgical Masks [ ]  Face shieldsCoronavirus: Face mask that lights up when detecting COVID-19 testedhttps://p0.pikist.com/photos/337/264/safety-glasses-safety-spectacles-glasses-goggles-protective-equipment-eye-safety.jpgProtective Industrial Products 248-4401-300NAWCAD Lakehurst 3D printing face shields for USNS Comfort | NAVAIR | [ ]  Standard lab coat[ ]  Chemical-resistant apron [ ]  Disposable apron[ ]  None[ ]  Other:  |
| 4 | If lab coats are used and become contaminated/dirty, how are they cleaned (or thrown away)?*If sending to a laundry service, biologically contaminated lab coats must first be decontaminated (and left to dry) in the lab.* |
| 5 | Please list the first and last name of lab members who use respirators, if any:  |
| 6 | Are your freezers and fridges continuously monitored for their temperature? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 7 | Are you using an autoclave for sterilization? [ ]  Yes [ ]  No If so, do lab members AVOID adding water to the bin? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 8 | Are all uncontaminated sharps (*e.g.,* broken glassware and Pasteur pipets) disposed of in an appropriately lined puncture-resistant container? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 9 | What type of contaminated sharps are generated as waste?  | [ ]  biological | [ ]  chemical | [ ]  None |
| 10 | Are refrigerators/freezers, cold rooms, and other storage areas periodically checked for their contents? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 11 | Is any loud noise generated in the lab (e.g., from a sonicator)? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 12 | Do lab members perform any maintenance on equipment in the lab? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 13 | Do any lab members use a stepladder with 3 or more steps? | [ ]  N/A | [ ]  Yes | [ ]  No |

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| **Chemical Safety** |
| 1 | When procuring chemicals, does the lab select the least hazardous chemical or container possible for a procedure? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 2 | For situations that call for the transport of chemicals, are secondary leak-proof containers used? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 3 | Please list all [peroxide-forming chemicals](https://www.safety.duke.edu/sites/default/files/GuidelinePeroxideFormers.pdf) (*e.g.,* isopropanol, diethyl ether, tetrahydrofuran), if any:  |
| 4 | Please list all [P-Listed](https://www.safety.duke.edu/sites/default/files/PList.pdf) chemicals in your lab, if any:  |
| 5 | Are hazardous and irritating powders handled/weighed according to [safe work practices](https://www.safety.duke.edu/sites/default/files/working_safely_with_toxic_powders.pdf)? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 6 | Does your lab review chemicals in storage to sort out obsolete chemicals? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 7 | Is “[Universal Waste](https://www.safety.duke.edu/waste-disposal/universal-waste)” (*e.g.,* used batteries or mercury thermometers) generated or stored in your lab? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 8 | Are your lab members shipping chemicals off-campus? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 9 | If you have an oxygen deficiency monitor, has the sensor been calibrated/tested within the last 6 months? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 10 | Please describe how your lab members use [liquid nitrogen](https://www.safety.duke.edu/sites/default/files/Working_safely_with_liquid_nitrogen.pdf) and how much they dispense at a time, if applicable:  |
| 11 | Please describe how often and how long you run 3D printers in your lab:  |

| **Biological Safety** |
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| 1 | Have you completed your annual [Biological Materials Report](https://www.safety.duke.edu/biological-safety/bmrs)? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 2  | Where are whole plants grown, if any:  |
| 3 | Please list everyone who is actively working with human derived materials including human cell lines in your lab:  |
| 4 | Please list everyone working with biological materials at BSL-2:  |
| 5 | If biological waste is generated, select current disposal methods: |
| [ ]  Autoclaving; specify location of autoclave: * # of minutes for dry waste cycle:
* Temperature set to 121°C? [ ]  Yes [ ]  No, specify temp.:
 | [ ]  Chemical disinfection[ ]  Incineration offsite; specify vendor: [ ]  Other: |
| 6 | Are work surfaces wiped down immediately with an appropriate disinfectant at the end of each procedure or immediately following a spill? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 7 | If outside the lab, are biological materials transported in a secondary closed, leak-proof, biohazard-labeled container? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 8 | Are needle-locking syringes/single use needle-syringe units used with infectious agents? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 9 | Do all vacuum lines used with biological materials have in-line filters and disinfectant traps? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 10 | Please list everyone responsible for completing shipping papers or packaging biological material and/or dry ice:  |
| 11 | Is Employee and Occupational Health and Wellness (EOHW) contacted for immunizations, surveillance, and treatment of occupational exposures? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 12 | Is your work with human subjects or clinical research participants approved by the [Institutional Review Board (IRB)](https://irb.duhs.duke.edu/)? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 13 | Are clinical specimens (saliva, blood, etc.) collected from research subjects? | [ ]  N/A | [ ]  Yes | [ ]  No |
| 14 | Have all BSCs been certified within the past year? Please note: if BSCs are moved, they require re-certification. | [ ]  N/A | [ ]  Yes | [ ]  No |

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| **Animal Use** |
| 1 | Please list all animal species used by lab members: |
| 2 | Please select the method of controlling [anesthetic gas](https://www.safety.duke.edu/sites/default/files/animal%20anesthesia%20information%20sheet.pdf) exposure: |
| [ ]  Chemical fume hood[ ]  Vacuum scavenging | [ ]  Captured with charcoal canister e.g. F/Air (used charcoal canisters need to be submitted as chemical waste)  | [ ]  Released into lab[ ]  Other:  |
| 3 | Does the lab create or work with agents used in animals at either Duke or another location? | [ ]  Yes | [ ]  No |

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| **Any other questions, concerns, and comments** |
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1. N/A means Not Applicable [↑](#footnote-ref-1)