

FGCU Laboratory Self-Assessment for Occupational Health and Workplace Safety

Authority

Florida Administrative Code Chapter 284.50 requires divisions of State government to implement a comprehensive safety program including regular and periodic inspections, and promotion of safety awareness.

Purpose

The University well recognizes and relies upon the level of knowledge and experience faculty members bring to their classes and scholarly activities to ensure the continuing safe operation of the teaching and research laboratories at FGCU. The intent of this assessment is to document that laboratory activities reflect compliance with University and other (OSHA, CDCs, ANSI, etc) widely accepted safe laboratory practices. Environmental Health and Safety will report the results of this survey to the appropriate division heads, and use the information provided in planning for training and other programming in the coming year.

Directions

Any person responsible for a research laboratory, or who instructs a laboratory section of a class shall complete a copy of this survey for their laboratory activities. Some will have laboratory program responsibility for both academic classes and for research, and this may require completion of a separate survey for each type of laboratory activity. Please complete this form within 20-days of receipt. If this is not possible, please notify Environmental Health and Safety within this time with an alternative schedule.

Mark your response to each question in the boxes to the right of the question. Questions may be answered Yes or No, or one of the other options as appropriate. Some questions provide the option "In Progress" to indicate an item you are currently working on implementing. Other questions provide the option "Not Applicable" for questions that do not relate to your activities. All questions provide an option to ask EH&S to contact you to follow-up. Contact Environmental Health and Safety at extension 1414, or email to Rhonda Holtzclaw if you have questions or would like additional information.

Section references apply to the [General Laboratory Health and Safety](http://www.fgcu.edu/EHS/LaboratorySafety.html) procedure on the EH&S website: <http://www.fgcu.edu/EHS/LaboratorySafety.html>

Definitions

Laboratory: a program using chemical or biological materials in research or educational activities, not the location as several laboratory programs may use the same physical space

Participant: a student, volunteer, or employee working in a laboratory

Responsible Person: The Principal Investigator (PI), Academic Laboratory Leader (ALL), or other individual assigned the responsibility and authority for activities conducted within a laboratory program. This refers only to the laboratory programs, and not necessarily the entire space where the laboratory activity occurs.

Laboratory Information

Responsible Person (PI or ALL): _____ Laboratory Program Location(s): _____ Type of

Laboratory Program: **Academic Research**

General

	Yes	No	In Progress	Comment
1. Do you have accessible written procedures for spill clean up in your laboratory? (section 14.2)				
2. Do you have accessible written procedures for equipment used in your laboratory? (section 13.0)				
3. Do you have an accurate inventory of your chemical and biological agents in your laboratory? (section 5.0)				
4. Is information available on allowable exposure limits for chemicals in your inventory? (section 11.1)				
5. Have you read the FGCU General Laboratory Health and Safety manual? (section 2.3)				
6. Is there a laundry service for lab coats? (section 9.4)				
7. Do you limit access to the laboratory to people you directly supervise, or to those trained to recognize the hazards present and the practices and techniques required for working safely? (section 4.1)				
8. Are walkways and safety equipment kept clear of obstructions? (section 12.2)				

Training (sections 2.3, 6.1, 7.5)

	Yes	No	In Progress	Comment
9. Have you trained participants in their responsibility for responding to spills of materials in your laboratory?				
10. Have you trained participants on regulations for managing hazardous or biological wastes?				
11. Have you trained participants in laboratory procedures and hygiene appropriate for their work?				
12. Do you retain training records a minimum of three years?				

Ergonomics (section 11.4)

	Not Applicable	Yes	No	Comment
13. Are microscopes installed to allow an upright head position during use?				
14. Are mechanical pipettes or other alternatives available for extended work?				
15. Are cushion mats available for use when standing for long periods?				
16. Do chairs provide adequate back support, adjustable seat angle, and height adjustability?				
17. Is regularly used equipment installed to prevent awkward body positions during use?				
18. Is an adjustable tray provided for the keyboard and pointing device at each computer?				

Equipment

	Yes	No	Not Applicable	Comment
19. Are refrigerators and freezers suitably labeled for storage of flammables, biological, radiological materials, or food as appropriate for their contents? (section 5.2)				
20. Are lasers used in accordance with "Safe Use of Lasers" (ANSI Z136.1 – 1992)? (section 13.7)				
21. Are there containment and spill clean-up kits readily available for the hazardous materials used in your laboratory? (section 14.2)				
22. Are high-pressure gas cylinders leak tested with soapy water upon receipt and after attaching a regulator? (section 11.2)				
23. Are high-pressure gas cylinders secured with chain or canvas straps or placed into non-tip bases? (11.2)				

Chemicals (section 5)

	Yes	No	In Progress	Comment
24. Are chemical containers legibly labeled for contents?				
25. Do you label containers with non-hazardous materials (e.g. DI Water) to avoid confusion?				
26. Do participants keep all chemical containers closed unless in active use?				
27. Are chemicals stored at shoulder height or lower?				
28. Are signs posted with the appropriate hazard classes in chemical storage areas?				
29. Are all chemicals in your inventory free from signs of chemical or physical change?				
30. Have you determined the potential for exposure and evaluated the risk from that exposure for each of the chemicals in your inventory?				

Possessing any chemical below requires implementation of special procedures beyond good laboratory practice.	Special Procedure	Not Applicable	Special Procedure Followed	Procedure not followed	In Progress	Comment
31. Acrylonitrile, Benzene, Formaldehyde, Inorganic Arsenic, Methylene Chloride, or Vinyl Chloride	Compliance with the OSHA regulations 29 CFR 1910.1017 -1910.1052 or similar.					
32. Elemental mercury	Written approval from EH&S.					
33. A compressed gas immediately dangerous to health below 200 ppm in air	Written approval from EH&S.					
34. Hydrofluoric acid	calcium gluconate gel readily available.					
35. Perchloric acid	Written approval from EH&S.					

Personal Protection Equipment

	Used as Necessary	Always Used	Not Applicable	Comment
36. Safety Glasses				
37. Safety Goggles				
38. Face Shields				
39. Infection Protective Gloves				
40. Thermal Protective Gloves				
41. Cut & Puncture-Resistant Gloves				
42. Laboratory Coats				
43. Protective Aprons				
44. Require Closed-Toe Shoes				
45. Hearing Protection				
46. Respiratory Protection				

Bio-hazardous Materials (sections 9 & 11)

Check Here if No Use of Bio-hazardous Materials in Your Laboratory

	Yes	No	In Progress	Comment
47. Is a laboratory-specific biosafety manual accessible?				
48. Are class II biological safety cabinets, personal protective equipment, or other physical containment devices used whenever there is a potential for creating infectious aerosols or splashes of infectious materials?				
49. Are all laboratory participants required to demonstrate proficiency in microbiological practices before work with biological safety level 2 agents?				
50. Do all participants wash their hands before leaving the laboratory?				
51. Are eating, drinking, handling contact lenses, applying cosmetics, or storing food for human consumption permitted in laboratory?				
52. Have you implemented written policies for the safe handling of sharps, such as needles, scalpels, pipettes, and broken glassware in the laboratory?				
53. Whenever practical, has the PI or ALL implemented improved engineering and work practice controls to reduce the risk of sharps injuries?				
54. Is an effective integrated pest management program is in place for the laboratory?				
55. Have all laboratory participants received training regarding their duties, the necessary precautions to prevent exposures, and exposure evaluation procedures?				
56. Have laboratory participants received information regarding immune competence and conditions that may predispose them to infection?				