

LAB SAFETY AND REGULATORY COMPLIANCE SELF-ASSESSMENT CHECKLISTS

This is a series of four tabs in an Excel spreadsheet that consolidates lab safety management documents and practices. It helps faculty and staff understand the status of the safety and compliance requirements to operate a lab at SFSU. It helps EHS review progress and assess the degree of compliance with applicable regulations and University requirements.

Update this spreadsheet each semester, or more often as things change.

Instructions and Notes

Main Group Name		Risk and Safety Solutions (RSS) software is available for you to update your lab operation members, locations, and chemical inventory. For lab safety management, use the group name with " Main Group " in the name.
Name of Responsible Person(s)		Each spring and fall semester, you are required to review your lab hazard assessment (LHAT) in the RSS ASSESS module and re-certify it in the system. Use the RSS CHEMICALS module to maintain your chemical inventory

Chem Inventory Manager's Name		Someone in each Main Group must be the designated "Chemical Inventory Manager". By default it is the Responsible Person (RP) for the Main Group or designated room
Date of Last Inventory Update		The chemical inventory must be updated whenever chemicals are added to the Group or removed/used up. This does not include hazardous waste accumulation containers.
Chemicals Stored By Hazard Class ? (Yes or No)		Chemicals must be stored by storage class. Check that chemicals are stored in the correct cabinet or shelf. Cabinets and shelves must be labeled with the appropriate hazard class..

		Date Completed	
Fall	Group RSS Profile Reviewed & Updated (by Oct 1)		Update your Main Group profile whenever you add or remove group members or add/remove locations. Review your profile for accuracy at least each semester.
Spring	Group RSS Profile Reviewed & Updated (by Mar 1)		

		Date Completed	Date Certified	
Fall	RSS Hazard Assessment (LHAT). (by Oct 1)			Review your lab hazard assessment when new equipment, chemicals, or processes are added to the operation. At a minimum, you must formally review and certify your assessment at the start of the Fall and Spring Semesters.
Spring	RSS Hazard Assessment (LHAT) (by Mar 1)			

		Date of Last Check	
Fall Check	Chem Spill Kit is Complete?		At the start of each semester, check that your chemical spill kit are complete. Refill any missing supplies.
Spring Check	Chem Spill Kit is Complete?		

		Date of Last Check	
Fall Check	Lab Hazards, Emergency Contacts & Required PPE, Posted on Exterior Door(s)?		Each access door to a lab or room with hazardous materials or equipment is required to have a posting with contact information, hazard information, and PPE required for entry. EH&S will provide standardized signs. Check that the information is accurate each semester.
Spring Check	Lab Hazards, Emergency Contacts & Required PPE, Posted on Exterior Door(s)?		

Lab Emergency Eyewash & Shower Inspected Monthly? (Check Tag)	Contact Facilities For Missing Inspections	Check inspection tags for fire extinguishers, and emergency eye washes/showers at least monthly. If you have a chemical fume hood, verify that the unit on and that the air flow monitor on the hood is functioning.
Lab Fire Extinguishers Inspected Monthly? (Check Tag)	Contact Facilities For Missing Inspections	

EHS Training Record

Laboratory workers are required to receive training on a variety of topics in order to work safely and make sure the lab operates in compliance with applicable regulations and university policies. Most, but not all, are assigned as online courses. This spreadsheet provides a way to track compliance with training requirements.

				All Lab Employees and Workers										As Applicable								
				Frequency -->																		
				Once	Once	2 years	Annual	Annual	3 years	3 years	3 years	As Needed	Once	2 years	Once	Once	Once	Once	Annual	Annual		
				Enter Date of Most Recent Training										Enter Date of Most Recent Training or N/A								
Main Lab Group Name in RSS				ILT	On-Line	On-Line	On-Line	On-Line	On-Line	On-Line	On-Line	On-Line	ILT	On-Line	On-Line	ILT	On-line	On-line	On-line	On-line	On-line	On-line
Lab Member's Last Name	Lab Member's First Name	(SFSU) Email	P.I.? Yes or No	Lab Specific Orientation	Lab Safety Fundamentals	Hazardous Waste Handler - Laboratory	Responding to Chemical Releases	Workplace Violence Prevention Plan	Injury-Illness Prevention Program	Emergency Action Plan	Hazard Communication Basics	Hazard Communication Specific Chemicals	Principal Investigator Responsibilities	Biological Waste Management for Labs	"Hands-On" Fire Extinguisher Training	Compressed Gas Cylinder Safety Training	Cryogen Safety Training	BSL-2 BioSafety Training	X-ray Safety Training	Ionizing Radiation Training	Safe Use of Lasers Training	
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Instructions and Notes

Enter the name of each person in your Main Group on the spreadsheet.
You may not have access to the training records in CSU Learn or Canvas.
EH&S staff will track training completions and will send you updates.
It is the Responsible Person's (RP) duty to make sure that group members complete all the required training.
Update your Main Group profile whenever group members leave or join. If this happens in the middle of the semester, please notify EH&S so we can assign training to the new person.
Note that some of the training is required to be completed again every year. Some topics require a refresher every 2 years or 3 years. Be aware of the frequency.
For example, a lab worker may be in compliance with a training in June and be out of compliance in October if the initial training was done in August the previous year.
Pay attention to the dates written in the table.

Lab Safety Orientation Training Record

Online courses have their place, but they cannot substitute for in-person work-specific safety training for hazardous work.

Laboratories that use hazardous equipment or materials are required to provide in-person safety orientations to new group members.

This spreadsheet provides a means to track these orientations to help make sure every group member has received this training.

Training includes locations of fire extinguishers, spill kits, and eye washes, procedures for cleaning up spills, equipment that needs to be shut down in an emergency, and a review of SDSs for chemicals used in the lab. Forms are available for TAs, stockroom staff, and research groups.

			Enter Date of Most Recent Training												
			Frequency-->												
			one time	one time	one time	one time	one time	one time	one time	one time	one time	one time	one time	one time	one time
			In Lab	In Lab	In Lab	In Lab	In Lab	In Lab	In Lab	In Lab	In Lab	In Lab	In Lab	In Lab	In Lab
Lab Member's Last Name	Lab Member's First Name	Email	Lab Specific Orientation	Review of Chemical Hygiene Plan	Initial Chemical Inventory and Safety Data Sheet Review	Lab Emergency SOP: Evacuation	Proper lab attire and minimum PPE required	Experiments, use of chemicals or equipment, etc. that requires pre-approval	Lab Emergency SOP: Fire	Lab Emergency SOP: Chemical Release Use of Spill Kit	Lab Emergency SOP: Earthquake	Lab Emergency SOP: First Aid	Lab Emergency SOP: Use of Eyewash	Lab Emergency SOP: Use of Deluge Shower	
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Purpose, Instructions and

An in-person lab safety orientation is required and must be documented. A form for this is available that each person can sign.

This is a record of the new employee or group member safety orientation you are required to provide.

Record the information from the safety orientation forms onto this spreadsheet for tracking purposes.

Send a copy of the safety orientation form with signatures to the EH&S office.

If the safety orientation is not completed in one day, write the date of the first day of orientation under "Lab-Specific Orientation".

After that, write in the date each topic was covered.

Chemicals, Inventory, and Safety Data Sheets

Review the location of the chemical inventory and review the hazards of different classes of chemicals used in the lab

Ensure that chemicals in your inventory are stored according to their hazard class. Eg.: inorganic acids, flammable solvents, organic bases.

Review the hazards of different classes of chemicals used in the lab and review representative SDSs from different hazard classes with new group members.

Group members should be able to read and understand an SDS.

Detailed training on each chemical and SDS can be done before each experiment or task that uses them.

If your none of your lab spaces have deluge showers, fire extinguishers or other listed emergency equipment, write N/A for that equipment in the table.

PARTICULARLY HAZARDOUS SUBSTANCE - STANDARD OPERATING PROCEDURE TRAINING RECORD

The spreadsheet is only required for labs that have "Particularly Hazardous Substances" as defined by the lab standard.
 The definition is available below the list of lab members. Instructions for this spreadsheet are at the bottom of the table.

			Enter Date of Training																								
Lab Member's Last Name	Lab Member's First Name	Email	PHS-1	PHS-2	PHS-3	PHS-4	PHS-5	PHS-6	PHS-7	PHS-8	PHS-9	PHS-10	PHS-11	PHS-12	PHS-13	PHS-14	PHS-15	PHS-16	PHS-17	PHS-18	PHS-19	PHS-20	PHS-21	PHS-22	PHS-23	PHS-24	PHS-25
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	List of Particularly Hazardous Substances	Written SOP? Yes or No
PHS-1		
PHS-2		
PHS-3		
PHS-4		
PHS-5		
PHS-6		
PHS-7		
PHS-8		
PHS-9		
PHS-10		
PHS-11		
PHS-12		
PHS-13		
PHS-14		
PHS-15		
PHS-16		
PHS-17		
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PHS-19		
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PHS-21		
PHS-22		
PHS-23		
PHS-24		
PHS-25		

Cal/OSHA's definition of a Particularly Hazardous Substance (PHS) includes:
Select Carcinogens; Reproductive Toxins; and Acutely Toxic Materials

For Cal/OSHA's definition of Select Carcinogens & Reproductive Toxins - see: <https://www.dir.ca.gov/title8/5191.html>

For simplicity, you can assume that chemicals are particularly hazardous substances if they are referred to as:
"suspect", "probable", or "known" human carcinogens;
"teratogens" or "reproductive toxins";
"acutely", "highly", or "extremely" toxic materials

Requirements of the Cal/OSHA 8 CCR 5191 (e)(H) Regulation - If you use or store PHS in your lab areas:

1. Identify the particularly hazardous substances in your lab and list them on this spreadsheet
To make this easier, you can search your inventory in RSS Chemicals for these criteria.
2. Establish a designated area for the use of particularly hazardous substances, with signage.
3. Ensure all substances are properly labeled and securely stored with access controlled.
4. Include the use of containment devices such as fume hoods or glove boxes in each particularly hazardous substance's SOP
5. Include procedures for the safe removal of contaminated waste in each particularly hazardous substance's SOP
6. Include decontamination procedures in each particularly hazardous substance's SOP

NOTE: Even though this regulation focuses on health hazards, highly reactive chemicals must be treated similarly.
EH&S staff can help you with your SOPs upon request.
Group members should be signing off on the SOPs so this training can be documented.
Supervise inexperienced group members when using particularly hazardous substances, even after training on the SOP.