

# 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

<b>Main Group Name</b>		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 " <b>Main Group</b> " in the name.
<b>Name of Responsible Person(s)</b>		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		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		

		Date Completed	Date Certified	
Fall	RSS Hazard Assessment (LHAT)			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)			

		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	