|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DOCUMENTATION** | **Yes** | **No** | **N/A** | **CORRECTIVE ACTIONS/DATE COMPLETED** |
| Is an approved [Federal Agency Occupational Safety and Health Protection for Employees](http://www.osha.gov/Publications/fedposter.html) poster displayed where all workers are likely to see it? |  |  |  |  |
| Is there a current emergency contact list with corresponding telephone numbers posted? |  |  |  |  |
| Has a designated Chemical Hygiene Officer been appointed on orders to oversee laboratory safety issues? |  |  |  |  |
| Is the Chemical Hygiene Plan available, current, comprehensive, and reviewed within the last year? |  |  |  |  |
| Are the SDSs up-to-date and readily available?  |  |  |  |  |
| Has the hazardous chemical inventory been updated within the past 12 months? |  |  |  |  |
| Has the list of carcinogens, mutagens, and tetragons been updated within the past 12 months?  |  |  |  |  |
| Is the tuberculosis exposure control plan including exposure determination and engineering/work practice controls for hazardous procedures with the potential for generation of aerosolized *Mycobacterium tuberculosis* available and current?  |  |  |  |  |
| Is the Bloodborne Pathogen Regulation available, current, and reviewed within the last year? |  |  |  |  |
| Are medical records kept on all laboratory workers for the duration of employment plus 30 years? |  |  |  |  |
| Has initial and routine air monitoring been performed to determine exposure levels (e.g., formalin and xylene)? |  |  |  |  |
| Has a comprehensive ergonomics program been implemented? |  |  |  |  |
| Do laboratory workers receive training at the time of hire and at least annually thereafter? |  |  |  |  |
| **STAFF KNOWLEDGE** | **Yes** | **No** | **N/A** | **CORRECTIVE ACTIONS/DATE COMPLETED** |
| Are safety training records for all workers kept for three years? |  |  |  |  |
| Do workers know how to report accidents, injuries, property damage, and safety risks? |  |  |  |  |
| Do workers know the safety risks in the work area? |  |  |  |  |
| Do workers adhere to safe work practices to eliminate or minimize safety risks? |  |  |  |  |
| Do workers correctly select, store, use, and replace (as needed) their PPE? |  |  |  |  |
| Do workers correctly select, handle, store, use, and dispose of hazardous materials and waste and regulated medical waste? |  |  |  |  |
| Do workers correctly follow emergency procedures for handling hazardous spills and exposures? |  |  |  |  |
| Do workers know how the function and use of the fire alarm systems? |  |  |  |  |
| Do workers know their roles and responsibilities (e.g., equipment shutdown) in preparing for a building evacuation? |  |  |  |  |
| Do workers know the fire evacuation routes and rally points? |  |  |  |  |
| **DESIGN AND SPACE** |
| Is ambient and task lighting adequate? |  |  |  |  |
| Is the ambient temperature comfortable? |  |  |  |  |
| Is the laboratory under negative pressure relative to the surrounding areas? |  |  |  |  |
| Are noise levels at or below 70 decibels? |  |  |  |  |
| Are hand-washing sinks located within 25 feet of each work station and within each room with a work station? |  |  |  |  |
| Are hand-washing sinks stocked with soap and paper towels? |  |  |  |  |
| Are administrative areas provided for offices, clerical work, files, and record maintenance? |  |  |  |  |
| **DESIGN AND SPACE (CONTINUED)** | **Yes** | **No** | **N/A** | **CORRECTIVE ACTIONS/DATE COMPLETED** |
| Are support areas (e.g., break areas, locker rooms, and toilet facilities) conveniently located to the laboratory? |  |  |  |  |
| Are storage facilities used for bulk storage of reagents, standards, and supplies equipped with a self-closing, fire-rated door? |  |  |  |  |
| Does the blood collection area have a work counter, space for patient seating, and sinks for a hand washing? |  |  |  |  |
| Is the urine and feces collection facility equipped with a water closet and sink for hand washing? |  |  |  |  |
| Do autopsy facilities have refrigerated storage equipped with temperature-monitoring and alarm signals for holding human remains? |  |  |  |  |
| Is the autopsy room equipped with a work counter; sink for hand washing; storage space for supplies, equipment, and specimens; an autopsy table; a deep sink for washing specimens; and housekeeping facilities for cleanup and housekeeping? |  |  |  |  |
| **LABORATORY EQUIPMENT** |
| Is each hand-washing sink equipped with soap and paper towels? |  |  |  |  |
| Are step ladders maintained in good condition? |  |  |  |  |
| Are non-slip safety rungs provided on each ladder? |  |  |  |  |
| Are portable metal ladders legibly marked with signs reading “Caution, do not use around electrical equipment” or equivalent wording? |  |  |  |  |
| Are biological safety cabinets certified annually? |  |  |  |  |
| Are chemical fume hoods certified annually? |  |  |  |  |
| Is the face velocity of each chemical fume hood maintained at 100 FPM? |  |  |  |  |
| Is a current DD Form 2163, Medical Equipment Verification/ Certification sticker affixed to all medical equipment? |  |  |  |  |
| **LABORATORY EQUIPMENT (CONTINUED)** | **Yes** | **No** | **N/A** | **CORRECTIVE ACTIONS/DATE COMPLETED** |
| Are refrigerators used to store blood for transfusions equipped with temperature monitoring and alarm signals? |  |  |  |  |
| Are the temperature charts on the refrigerators used to store temperature sensitive chemicals up-to-date? |  |  |  |  |
| Are the temperature readings on the refrigerators temperature charts within the appropriate ranges? |  |  |  |  |
| Do tissue processors operate as closed systems to contain flammable vapors? |  |  |  |  |
| Are tissue processors equipped with monitors to detect low liquid levels and high flammable vapors and audio and visual alarms that sound in a constantly attended location? |  |  |  |  |
| Are bloodborne pathogen and chemical spill kits maintained in accessible locations? |  |  |  |  |
| Is there signage indicating the location of these spill kits? |  |  |  |  |
| Are emergency eyewash stations located within 100 feet of where hazardous chemicals (corrosives) are used? |  |  |  |  |
| Is there a sign indicating the location of the eyewash above the station? |  |  |  |  |
| Are the protective caps in place on the eyewash? |  |  |  |  |
| Is the eyewash in good working condition? |  |  |  |  |
| Are emergency eyewash stations and showers activated weekly? |  |  |  |  |
| Is the eyewash water temperature maintained between 60⁰F - 100⁰F? |  |  |  |  |
| Are preventive maintenance and routine checks for the emergency eyewash stations and showers documented? |  |  |  |  |
| Are mechanical pipettes devices used for manipulating all liquids in the laboratory? |  |  |  |  |
| **HOUSEKEEPING** |
| Are aisles free of equipment, supplies, furniture, trash and other debris? |  |  |  |  |
| Is trash removed at least daily? |  |  |  |  |
| Are all work areas, benches, floors, and storage areas maintained in a neat and orderly manner? |  |  |  |  |
| Are all work surfaces decontaminated with an MTF-approved disinfectant at the end of each work shift and when grossly contaminated with blood and body fluids? |  |  |  |  |
| Are floors wet mopped daily? |  |  |  |  |
| Are floors cleaned and wax stripped regularly to prevent paraffin build-up? |  |  |  |  |
| Is broken glass picked up by tongs or forceps and disposed of in an appropriate container? |  |  |  |  |
| Do spill clean-up procedures include soaking up the spill with absorbent material such as paper towels, decontaminating the area with an appropriate disinfectant, and disposing of the contaminated materials appropriately? |  |  |  |  |
| Are RMW trash receptacles in good condition? |  |  |  |  |
| Are the RMW sharps containers secured or kept under direct observation? |  |  |  |  |
| Are regulated medical waste (RMW) sharps containers and trash receptacles used only to collect blood and other potentially infectious materials?  |  |  |  |  |
| Are computers and telephones designated as clean or dirty? |  |  |  |  |
| Are the refrigerators clean and defrosted? |  |  |  |  |
| Is the microwave clean? |  |  |  |  |
| **PERSONAL PROTECTIVE EQUIPMENT**  |
| Has the industrial hygienist completed and documented a PPE assessment? |  |  |  |  |
| Do workers wear splash-resistant safety glasses with side shields (or goggles) to protect their eyes from splash hazards? |  |  |  |  |
| **PERSONAL PROTECTIVE EQUIPMENT (CONTINUED)** | **Yes** | **No** | **N/A** | **CORRECTIVE ACTIONS/DATE COMPLETED** |
| Do workers wear additional face protection such as a mask or chin-length face shield to protect their face from splash hazards? |  |  |  |  |
| Do workers wear nonslip type shoes especially in areas where paraffin is used? |  |  |  |  |
| Do workers wear shoes that cover the entire foot and made of leather and vinyl? |  |  |  |  |
| Do workers wear fluid-resistant, full-length laboratory coats or cover gowns with long sleeves, knitted cuffs, and closed in the front while in the work area? |  |  |  |  |
| Are reusable laboratory coats and gowns laundered by the MTF or an MTF-contracted laundry service? |  |  |  |  |
| Do workers wear appropriate gloves when performing laboratory testing or phlebotomy? |  |  |  |  |
| Are gloves available in appropriate sizes for all workers at risk for exposure? |  |  |  |  |
| Are hypoallergenic gloves and liners available to workers who are allergic to latex? |  |  |  |  |
| Do workers remove their lab coats, gowns, and gloves before they leave the laboratory? |  |  |  |  |
| **FIRE SAFETY** |
| Are entrance doors marked with an NFPA 704 label to warn emergency responders of the fire, toxic, radiographic, and biological hazards contained in the laboratory? |  |  |  |  |
| Are the NFPA 204 labels periodically reviewed for accuracy and updated as needed? |  |  |  |  |
| Is the laboratory equipped with a sprinkler system or separated from the surrounding areas and exit access corridors with a 1-hour fire barrier wall and 1-hour fire resistant rated doors? |  |  |  |  |
| **FIRE SAFETY (CONTINUED)** | **Yes** | **No** | **N/A** | **CORRECTIVE ACTIONS/DATE COMPLETED** |
| Is a clearance of at least 18 inches maintained between the sprinkler heads and equipment, shelving, and storage to allow proper functioning of the sprinkler system? |  |  |  |  |
| Are fire exits identified with an illuminated exit sign? |  |  |  |  |
| Are main corridors at least 48 inches wide? |  |  |  |  |
| Are stairwells and emergency exits accessible and free of obstructions? |  |  |  |  |
| Can the fire alarm be heard in all areas within the laboratory? |  |  |  |  |
| Have quarterly fire drills been completed and documented? |  |  |  |  |
| Has each worker performed at least one full evacuation to the rally point at least annually? |  |  |  |  |
| Do workers know the location of the nearest fire alarm pull station? |  |  |  |  |
| Do workers know how to respond to a fire alarm and what evacuation route to use? |  |  |  |  |
| Do workers know what the acronyms RACE and PASS stand for? |  |  |  |  |
| Do workers know the procedures for evacuating workers and patients with disabilities? |  |  |  |  |
| Have workers received fire extinguisher training, including the opportunity to actually use the extinguisher in a real or simulated practice? |  |  |  |  |
| Do workers know where the fire extinguishers are located?  |  |  |  |  |
| Do workers know what type of extinguisher is needed (A, B, or C) for each class of fire? |  |  |  |  |
| Are all fire extinguishers easily accessible? |  |  |  |  |
| Are fire extinguishers visually inspected monthly and serviced within the past year? |  |  |  |  |
| **FIRE SAFETY (CONTINUED)** | **Yes** | **No** | **N/A** | **CORRECTIVE ACTIONS/DATE COMPLETED** |
| Do workers know to immediately “stop, drop, and roll” if their clothing should catch on fire? |  |  |  |  |
| Are quantities of flammable and combustible liquids (including wastes being held for disposal) stored outside of a flammable cabinet kept to minimum 1 gallon for every 100 square feet of laboratory space? |  |  |  |  |
| Are quantities of flammable and combustible liquids stored in approved flammable cabinets and safety cans kept to 2 gallons for every 100 square feet of laboratory space? |  |  |  |  |
| Are flammable and combustible liquids used and stored away from Bunsen burners, ovens, hot pipes and valves, other sources of heat, and corridors? |  |  |  |  |
| Are outside doors of refrigerators labeled to indicate whether or not they are acceptable for flammable liquid storage? |  |  |  |  |
| Are outside doors on refrigerators that are not listed for flammable storage, labeled indicating that flammable storage is prohibited?  |  |  |  |  |
| **ELECTRICAL SAFETY** |
| Is electrical equipment grounded with the use of three-pronged plugs? |  |  |  |  |
| Are electrical cords free of any frayed edges? |  |  |  |  |
| Are extension cords prohibited from use? |  |  |  |  |
| Are multi-plug adapters prohibited? |  |  |  |  |
| Are receptacles properly wired? |  |  |  |  |
| Are electrical outlets located near wet locations, such as sinks, protected by a ground-fault circuit interrupter (GFCI)? |  |  |  |  |
| Are heat sources and liquid chemicals kept away from outlets, cords, and equipment as much as possible? |  |  |  |  |
| Are light fixtures in working order? |  |  |  |  |
| Have workers been trained in how to handle shock injuries? |  |  |  |  |
| **ELECTRICAL SAFETY (CONTINUED)** | **Yes** | **No** | **N/A** | **CORRECTIVE ACTIONS/DATE COMPLETED** |
| Are spaces within 3 feet in front of electrical panels kept clear of storage and equipment? |  |  |  |  |
| Are electrical panel circuit breakers and panels labeled with a current listing of equipment powered by each circuit? |  |  |  |  |
| Are the electrical receptacles connected to the emergency power system readily identifiable (i.e., the receptacles or the cover plates have a distinctive color or marking)? |  |  |  |  |
| **CHEMICAL MANAGEMENT** |
| Are risk assessments completed before introducing new chemicals or new chemical hazards into the laboratory? |  |  |  |  |
| Are all chemicals in their original containers properly labeled with the name of the chemical and health and physical hazards? |  |  |  |  |
| Do workers avoid storing materials and equipment on top of cabinets where they are hard to see or reach? |  |  |  |  |
| Do workers avoid storing heavy materials up high? |  |  |  |  |
| Do workers avoid storing chemicals on bench tops, except for those chemicals currently in use? |  |  |  |  |
| Do workers avoid storing chemicals in laboratory hoods, except for those chemicals currently in use? |  |  |  |  |
| Are peroxide formers used only in approved laboratory hoods? |  |  |  |  |
| Are chemicals segregated into compatible groups and stored alphabetically within compatible groups?  |  |  |  |  |
| Are chemicals stored in corrosion-resistant storage trays or secondary containers to retain materials if the primary container breaks or leaks? |  |  |  |  |
| Are compressed gas cylinders chained to the wall or bench top or otherwise secured in a non-tip base? |  |  |  |  |
| Are empty gas cylinders marked with the word empty? |  |  |  |  |
| **CHEMICAL MANAGEMENT (CONTINUED)** | **Yes** | **No** | **N/A** | **CORRECTIVE ACTIONS/DATE COMPLETED** |
| Are empty cylinders stored separately from full cylinders? |  |  |  |  |
| Are cylinders transported in an appropriate hand truck that is equipped with a means to secure the cylinder? |  |  |  |  |
| Are cylinders legibly marked to clearly identify the gas in the cylinder? |  |  |  |  |
| Are cylinders equipped with a pressure regulator designed and marked for its maximum pressure? |  |  |  |  |
| Do cylinders have a manual shut-off valve? |  |  |  |  |
| Are valve protectors placed on cylinders whey they are not in use or connected for use? |  |  |  |  |
| Are cryogenic liquids stored in a well ventilated area? |  |  |  |  |
| Do workers wear eye protection, a face shield and impervious gloves when handling cryogenic liquids? |  |  |  |  |
| Do workers transfer cryogenic liquids slowly to minimize boiling and splashing? |  |  |  |  |
| **BIOLOGICAL MANAGEMENT** |
| Do workers follow standard precautions? |  |  |  |  |
| Is scientific equipment that has been contaminated with blood and body fluids decontaminated and cleaned or labeled with a biohazard label before the equipment is repaired? |  |  |  |  |
| Are all refrigerators and freezers used to store potentially infectious materials labeled with the universal biohazard symbol? |  |  |  |  |
| Are all general use items (i.e. phones, keyboards etc.) which have been labeled as “dirty” handled only with gloved hands?  |  |  |  |  |
| Do workers avoid eating, drinking, applying cosmetics and handling contact lenses in areas in which there is any risk of exposure to potentially infectious materials or hazardous chemicals? |  |  |  |  |
| **BIOLOGICAL MANAGEMENT (CONTINUED)** | **Yes** | **No** | **N/A** | **CORRECTIVE ACTIONS/DATE COMPLETED** |
| Do workers avoid storing food and drink in “laboratory use” refrigerators? |  |  |  |  |
| Are workers responsible for shipping diagnostic and infectious specimens been trained in accordance with DOT regulations? |  |  |  |  |
| **WASTE MANAGEMENT** |
| Is waste disposed of properly according to Federal, State, and local authorities? |  |  |  |  |
| Are waste management records (manifests, waste analysis results, inspection records, training records) retained on-site for at least three years? |  |  |  |  |
| Have workers been trained as to what can be discharged into the sanitary sewer? |  |  |  |  |
| Are floor drains covered to prevent a spill from entering the drain? |  |  |  |  |
| Has the laboratory implemented a pollution prevention program? |  |  |  |  |
| Are less hazardous chemicals identified and used as substitutes for hazardous chemicals in use? |  |  |  |  |
| Has mercury been eliminated in the laboratory? |  |  |  |  |
| Are all HW containers marked with the words “Hazardous Waste” or with other words that identify their contents? |  |  |  |  |
| Are hazardous waste (HW) containers clearly marked with the accumulation start date as soon as the level of 55 gallons of hazardous waste or 1-quart of acutely hazardous waste is met?  |  |  |  |  |
| Are the HW containers kept closed except when adding waste? |  |  |  |  |
| Are satellite accumulation areas located at or near the point of generation where the waste is initially accumulated? |  |  |  |  |