**Laboratory Safety Items/Inspection Preparation**

This list is comprised of required training, documentation, inspection, and maintenance of items pertaining to laboratory safety. These resources can also be found on the Safety Services website.

**Training (in-person):**

* Initial site specific training (required for everyone who begins work in the lab)- <https://ucdavis.app.box.com/s/x0q2bwycvtp8tyt79x4yj8ozylit6opn>
	+ Checklist only needs to be done once, after that the annual refresher training is meant to cover these topics
* Annual refresher training (required for **everyone in the lab including PI**)- <https://ucdavis.app.box.com/s/zi63a0gha84vwq6in0fw0d9ub5xnvnvs>
* Lab specific SOPs (pertain to chemicals used in the lab and some processes)-see [list of required SOPs](https://ucdavis.app.box.com/s/6ce6mfyhjthmny3wpynz9u63jzgmopjg)
	+ Must be updated as chemicals change
	+ Must be reviewed and checked for accuracy at **least every 3 years**-Check for new [SOP templates](https://safetyservices.ucdavis.edu/units/ehs/research/chemical/sop-templates)
		- Address any changes needed
		- If no changes, write “no changes made” and sign and date first page
		- **All lab personnel must read and sign again regardless of changes made after 3 year review date**

**Training (online through lms.ucdavis.edu):**

* [UC Laboratory Safety Fundamentals (Initial](https://uc.sumtotal.host/rcore/c/pillarRedirect?relyingParty=LM&url=app%2fmanagement%2fLMS_ActDetails.aspx%3fActivityId%3d168709%26UserMode%3d0&domain=8))-Once only
* [UC Laboratory Safety Fundamentals (Refresher)-](https://safetyservices.ucdavis.edu/training/uc-laboratory-safety-refresher)Every 3 years
* Everyone working in the lab must be added to the [LHAT](http://ehs.ucop.edu/) and must read and acknowledge the LHAT as well
* PPE training (can be found at the end of reviewing LHAT)-Once only
* Additional training is required for those working with [biohazardous materials](https://safetyservices.ucdavis.edu/units/ehs/biological-safety/guides-forms-policies), and [radiation,](https://safetyservices.ucdavis.edu/units/ehs/research/radiological/training)

**Laboratory “House-keeping”**

* Update and certify your chemical inventory ([Chemicals](https://ehs.ucop.edu/chemicals)) annually. Make sure your online inventory accurately reflects current chemicals in the labs.
* Update and certify your [LHAT/Assessment](https://ehs.ucop.edu/) annually. Make sure locations, roster, hazards and PPE assignments are current.
* Perform annual self inspection using [Inspect](https://ehs.ucop.edu/inspect/#!/) tool-NOTE: Be sure to click “**UCD Lab Self-**

**Inspection**”

* Ensure all solutions/samples etc. are clearly labeled with full chemical name (no formulas allowed; water is water, not H2O) and a list of common abbreviations used for such items is posted in the lab
* Ensure all freezers are free of extreme ice build-up and are defrosted on a regular basis
* Sinks have hand soap and paper towels for easy hand washing access
* Perform monthly check of eye wash stations and fire extinguishers
	+ From SafetyNet 66:

**Monthly Testing of Eyewash**

* Ensure access is unobstructed.
* Verify protective covers are properly positioned, clean, and intact
* Check that sink and spouts are clean and free of debris.
* Check the flow by activating the unit
* Verify the following:
	+ Protective covers come off when activated
	+ Water flows from both spray heads
	+ Water is clear. Continue running the unit until water runs clear to flush any contaminants and/or stagnant water
	+ Evaluate for adequate flow; use an eyewash gauge if available
	+ Verify that flow continues until the activation handle is moved to its resting position.
	+ Water drains from the sink
	+ Facilities Management annual inspection tag is present and has been checked within the last year-For wall mounted eyewashes only.
	+ Document the inspection date and initial.

**Monthly check of fire extinguishers**

* Check to ensure the plastic seal holding the safety pull pin is intact
* Access to fire extinguisher is not obstructed and extinguisher is clearly visible
* Make sure the yellow needle is within the green range
	+ Look at the needle as if you were looking at a meniscus of a liquid
* Ensure pressure gauge Is not damaged or missing
* Ensure hose/horn are not damaged or missing
* Ensure handle is intact
* Green inspection sticker should be present and filled out monthly
* Ensure case of the extinguisher is intact
* Area around fire extinguisher (3 ft arc in front and sides of extinguisher) is clear so extinguisher is easily accessible.
* Initial and date check on the green inspection tag