

New Laboratory Setup Safety Checklist

Principal Investigator _____
Building _____
Room _____

Administrative items - paperwork, signage, documentation, people

- Location to store lab safety information (binder or electronic folder)
- Chemical Hygiene Plan (document training on form) <https://uwm.edu/safety-health/chem-hygiene/>
- Laboratory Specific Chemical Hygiene Plan (document training on form) <https://uwm.edu/safety-health/chem-hygiene/>
- Laboratory Specific Safety Orientation form filled out for each person in lab
- Laboratory Safety Sign is posted outside lab door <https://uwm.edu/safety-health/lab-safety-signs/>
- Group Safety Representative chosen (optional) <https://uwm.edu/safety-health/laboratory-procedures/>

Other Laboratory Signage <https://uwm.edu/safety-health/lab-safety-signs/>

- Particularly Hazardous Substances
- Radioactive
- Laser Signs
- Biosafety
- Electromagnet Warning
- Research Use Only
- Food Use Only

- All training certificates and training documentation are stored in safety binder
- Chemical SOPs for Highly Hazardous Chemicals <https://uwm.edu/safety-health/forms/>

Training - look at what training your lab needs based on what you work with. <https://uwm.edu/safety-and-assurances/training-overview/>

- Introductory Lab Safety and Chemical Hygiene Plan Training once before beginning lab work
- Annual Laboratory Safety Review once per year-see training calendar
- Liquid Nitrogen In person Once
- Laser Safety Once-on line <https://uwm.edu/safety-health/laboratory-equipment/>
- Biosafety training Every three years <https://uwm.edu/safety-health/biosafety-training/>
- Radioactive training on line <https://uws-td.instructure.com/enroll/J7WY8C>
- Hazwaste Training up to date Every year <https://uwm.edu/environmental-protection/training/>

Chemical

- Inventory on ChemManager+ <https://uwm.edu/safety-health/chemmanager/>
- Chemical Abbreviation Key posted https://panthers.sharepoint.com/:/sites/USA/_layouts/15/Doc.aspx?guestaccesstoken=3ribgnidyWODZwPLG3OaqFZM55125KllcyVCEIYboY%3D&docid=0cb88dafbc4844c07a4b09b51e6ba730e&action=default
- Safety Data Sheets Available -[stored: binder or electronic or on CM+/Chemwatch].
- Chemical spill kit is present <https://uwm.edu/environmental-protection/spill-prevention-control-and-countermeasures/>

Chemical Storage NOTE: you can choose to have barcoded locations

<https://uwm.edu/safety-health/wp-content/uploads/sites/405/2024/07/UWM-Chemical-Storage-Segregation-Guidelines.pdf>

- Chemicals segregated according to hazard
- Gas cylinder storage <https://uwm.edu/safety-health/laboratory-equipment/>
 - Secured
 - Flammable gasses have flashback arrestor
 - Oxygend detectors for asphixiants
- Flammable storage cabinets
- Vented storage cabinets
- Corrosive storage cabinets
- Shelf storage

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Waste Management - <https://uwm.edu/environmental-protection/non-hazardous-waste/#a7>

- Hazwaste accumulation area set up properly
- Sharps- containers present
- Broken glassware collection/ disposal method
- Pipette tips

Laboratory/ Shop/ Studio Equipment <https://uwm.edu/safety-health/laboratory-equipment/>

- SOPs for hazardous equipment written and stored for easy access in lab safety binder
- Electrical available in the room / laboratory meets equipment needs
- Electrical cords are
 - grounded/ in tact
 - GFI Interfaced Plugs where needed (near water)
 - Gathered neatly (not trip hazard or strung over lights)
 - Power strips are used to extend power rather than extension cords
- Proper Ventilation located where needed
- Hoses (gas / water) are connected securely to the equipment and will not leak.
- Hoses (gas/ water) are correct material for equipment or chemical in use.
- Equipment liquid waste containers are properly labeled, not on floor, and in secondary containment

Eyewash and Safety Shower <https://uwm.edu/safety-health/laboratory-equipment/>

- Weekly eyewash flush performed and documented
- 3ft clearance around and easily accessible
- Signage indicating safety shower/ eyewash location is present

Cold Storage <https://uwm.edu/safety-health/chem-safety/>

- Research use only sign on door
- Inventory list posted on door
- Cleaning schedule posted or documented (every 6 months)
- Secondary containment for liquids
- Appropriate refrigerator for use (regular, flammable storage, explosion proof)
- Plugged directly into wall socket. Red sockets (generator) when needed.

Engineering Controls <https://uwm.edu/safety-health/laboratory-equipment/>

Chemical Fume Hood

- Hood testing complete (ASHRAE/ US&A)
- 6 " clearance for airfoil and baffels
- Secondary containment for all liquids

Glove Box

- Gloves intact/ no cracks
- Gasses connected

BioSafety Cabinet

- Certified for Use

OTHER

New Laboratory Setup Safety Checklist

PPE -(Documented expected in LS-CHP) <https://uwm.edu/safety-health/general-ppe/>

- Proper Attire
 - Long pants or covered legs to ankle. Socks.
 - Shirts (covering chest, torso, back upper arms at a minimum)
 - Natural fiber clothing (cotton, wool or leather).
 - Secure/tie back long hair, watch out for loose or hanging jewelry or clothing.
 - Closed toe shoes (ie: No sandals, flip flops, open toes, open back, mesh top athletic shoes)
- Storage location - easy to don
- Lab Coats
- Gloves
- Eye Protection
- Respirators
- Hearing Protection
- Understands where to wear PPE and where not to wear PPE

Supply Storage

- 18" clearance from all sprinklers
- Floors clear of stored items
- all storage locations accessible
- Counter tops, sinks and bench tops are orderly

Fire Safety <https://uwm.edu/safety-health/fire/>

- Fire extinguishers -clear access to them and they are stored correctly
- Flammable chemical storage present for labs with flammable over allowable amounts
<https://uwm.edu/safety-health/chem-safety/>
- Hot work areas - process and permit in place

Spill/ Emergency Preparation

- Emergency preparedness <https://uwm.edu/safety-and-assurances/emergency-preparedness/>
- Spill Kit <https://uwm.edu/environmental-protection/spill-prevention-control-and-countermeasures/>
- Fire Extinguisher Training <https://uwm.edu/safety-and-assurances/occupational-safety/#fire-safety>

Other Topics

- Lab renovation or lab hibernation <https://uwm.edu/safety-health/forms/>
- Working in Isolation- <https://uwm.edu/safety-health/laboratory-procedures/> <https://uwm.edu/safety-health/forms/>
- Emergency contact information -updated and in Chemical Hygiene Plan (CHP)
- Eating and drinking areas defined clearly -
(full wall and door to segregate from lab space) <https://uwm.edu/safety-health/laboratory-procedures/>
- Laboratory inspections <https://uwm.edu/safety-health/laboratory-procedures/>
- Injury and illness reports