Roosevelt University
Facility Safety Inspection Procedure

The Safety Committee will consist of faculty representatives from Biology, Chemistry, Physical Sciences and Pharmacy as appointed by their respective chairs and the lab managers for DBCPS and COP. It meets quarterly and its mission is to review lab safety items related to chemical and biological use, including accidents, training, upcoming events and new policies. The Safety Committee established this procedure to ensure that all facilities are in compliance with governmental, environmental health and safety regulations.

The Safety Committee will perform inspections of all laboratory facilities on an unannounced, monthly and as-needed basis using the following checklists. These inspections are completed to ensure the safety of our labs for use by students, assistants, faculty and anyone who may be entering those areas. Individual labs may also utilize these checklists for their own inspection purposes.

All safety issues identified during inspections, observations, and walk-throughs will be addressed in accordance with the following protocol. The person responsible for safety compliance within a laboratory or facility is known as the Facility Supervisor. This person may be a laboratory manager, laboratory assistant, faculty researcher or course instructor. The Facility Supervisor of a particular teaching laboratory is the instructor of record for the course being held at that time. The Facility Supervisor of a research laboratory is the faculty researcher supervising the research going on in that space at the time. The Facility Supervisor of the common preparatory and instrumentation lab spaces is the laboratory manager.

First Incident –The Safety committee will notify the Facility Supervisor of the issue via email with a copy to the Department Chair or supervisor. The Facility Supervisor must correct the safety issue within five days (or less, depending on the criticality of the issue). Depending on the nature of the incident, activity in the lab may be halted pending resolution of the matter upon consultation of the Safety Committee.

Second (Repeat) Incident – The Department Chair and the Dean of the College will receive notification of the issue and will be informed that it is a repeat offense. The Safety Committee will request a written corrective action plan within five days, or less. Depending on the nature of the incident, activity in the lab may be halted pending resolution of the matter upon consultation of the Safety Committee and the chair

Third (Repeat) Incident – The Department Chair, Dean of the College, and the Vice Provost for Academic Support and Retention will receive notification of the repeat issue. The Safety Committee will request a written corrective action plan within five days, or less. Depending on the nature of the incident, activity in the laboratory or facility may be halted pending resolution of the matter upon consultation of the Safety committee and the Dean.

If corrective action is not achieved or the respective issue is not corrected after a third incident, the matter will be referred to the Provost or other cabinet member for action. It is recognized that disciplinary action may be considered for any and all incidents as appropriate up to and including termination of employment. Employees represented by unions will be subject to the terms of the appropriate labor agreement.

Additional Information: The Safety Committee will consider any appropriate written response, interviews with lab personnel, and additional information in determining the necessary follow-up. The Safety Committee may conduct follow-up inspections for all issues. The respective supervisor (Faculty, Dean, Department Head, etc.) shall determine appropriate disciplinary actions consistent with University Policies and Procedures in consultation with Human Resources. For more serious issues, a written corrective action will be required within 24 hours at most. If the situation poses an immediate danger to the life and health of the workers, the situation will be immediately addressed up to and including closure of the facility or lab until the situation is resolved. If the corrective action will take longer than ten days, the Safety Committee should be advised of this schedule and updated weekly.

Note: The following definitions and additions apply:
Incident: an Incident is defined as any two consecutive similar violations.
For any second Incident, the lab supervisor will be requested to appear before the Safety Committee to offer explanation and corrective action measures.

Roosevelt University Laboratory Safety Inspection Checklist

Lab Number: _____ Date of Inspection: _____Facility Supervisor: _____
Inspectors:

PROTECTIVE EQUIPMENT	YES	NO	N/A	COMMENTS
Protective gloves present				
Lab coats present				
Splash goggles/safety goggles/face shield present				
Powder masks present				
Sharps containers present				
Broken glass container present				

PHYSICAL HAZARDS	YES	NO	N/A	COMMENTS
Compressed gas cylinders secured				
Bunsen burners located at a safe distance from flammable items				
Protective cap on stored gas cylinders				
Flammable/oxidizer gases stored separately				

INSTRUMENT & EQUIPMENT	YES	NO	N/A	COMMENTS
Refrigerators clean and maintained				
Vacuum pump guarded				
Hose clamps – are all clamps tight and secure				
Chemicals are not left inside or around the instruments unless instrument is in use or used for instrument calibration and maintenance				
Unlabeled or open containers of chemicals are not found near instruments				
Instruments which are not in use are clean and no open containers are found near them				
Bunsen burners and hoses properly maintained				
Areas around the instrument/equipment are clean and devoid of chemicals (bench, floor, other areas)				

CHEMICAL STORAGE & USAGE	YES	NO	N/A	COMMENTS
All chemical containers identified with chemical name & concentration				
Containers in good condition				
All containers capped/sealed				
Expired material properly addressed				
Oxidizers and solvents segregated				
Acids and bases segregated				
Volatile materials used in fume hood				
Secondary containers with chemicals (such as solvent wash bottles) are properly labeled and stored				
Sufficient flammable storage (see guidelines)				
All chemical containers stored in proper cabinets				
Chemicals are not left on carts				

BIOLOGICAL SAFETY	YES	NO	N/A	COMMENTS
Biological Use Authorization for labs using recombinant DNA, human or non-human primate material or pathogenic agents				
Only BSL-1 and BSL-2 Microorganisms used				
Labeled containers for biohazard waste are present				
Biohazard blades, needles and sharps disposed of in sharps container				
Biohazard waste is properly segregated and not overflowing				
Disinfectant present in area where biohazard experiments occur				

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Lab Number: _____

EMERGENCY RESPONSE	YES	NO	N/A	COMMENTS
Campus emergency phone number listed on doors				
Internal emergency phone numbers listed on doors				
Emergency exits unobstructed				
Shower location sign present				
Eyewash station sign present				
Plumbed eyewashes routinely tested and tagged				
Spill response kit stocked				
Fire extinguisher location marked				
Fire extinguisher properly maintained and tagged				
First aid supplies readily available				

HOUSEKEEPING	YES	NO	N/A	COMMENTS
Sufficient workspace for operations without spills, accidents, and other preventable incidents				
Benches clean and orderly – minimal glassware stored in sink, hoods or on the bench top				
Hoods clean and orderly				
Sinks clean and clear of debris				
Walkways free of obstructions and free of chemical residue				
Safety showers and eyewash stations free of obstructions				
Fire extinguishers free of obstructions				
Electric boxes free of obstructions				
Acceptable storage				
No food and/or beverages in the laboratory				
Laboratory doors kept closed when unoccupied				
Material Safety Data Sheets maintained in a readily accessible location				
Chemical Hygiene Plan SOP readily accessible and available in the lab				
Trash bins are not overflowing with waste material				

HAZARDOUS WASTE	YES	NO	N/A	COMMENTS
Container near accumulation point				
Container is properly labeled				
Container is kept closed				
Container is in secondary containment				

FIRE SAFETY/PREVENTION	YES	NO	N/A	COMMENTS
Are there 18 inches of clearance between stored items and fire sprinklers?				
Have lab workers taken fire extinguisher training?				
Is a mounted fire extinguisher available within 50’ of the work area?				

ELECTRICAL SAFETY/PREVENTION	YES	NO	N/A	COMMENTS
Extension cords for temporary use only				
Extension cords pose a trip hazard				
Overloaded outlets present				
Are extension cords or power strips daisy chained to each other?				
Are electrical cords frayed, melted, tangled or too close to heat source and/or water?				