

New Lab Room Safety Checklist

- Entrance/ Egress- Make sure doors lock properly, exit signs are in place and egress routes are unobstructed.
- Fire Safety- Fire extinguishers are located in most labs or in a nearby hallway. If present, they should have unobstructed access. If the room has a sprinkler system, nothing should be within eighteen inches of the sprinkler head.
- Safety Shower & Eyewashes- If working with chemicals or hazardous materials your lab will typically be equipped with a safety shower and eyewash. Safety showers and eyewashes should be tested monthly and documented on a tag. If your safety shower and/or eyewash have not been tested in a recently, contact RMS for initial testing.
- Storage- Check that cabinetry and counters are sturdy, secure and functional.
- Fume Hood- If your lab is equipped with a fume hood, it must be certified yearly. RMS is responsible for having the fume hoods certified. When the hood is certified a sticker stating the certification date is place on the hood.
- Hand Washing- If a sink is available check to make sure the water is running.
- Emergency response- Be sure to know the locations of the fire extinguisher, telephone, gas shutoff, first aid kit, and emergency exit.
- Chemicals- Check any chemicals or research materials left in the lab:
 - Can you identify it?
 - Do you have a specific use for it?
 - Will it be good for that use? (E.G. do you trust the data it will produce?)If yes to all, keep it. Otherwise contact your department's Chemical Hygiene officer or RMS for disposal information.



Safety Tips for New Lab Setup

Additional information about each topic is available at the RMS website, <http://www.ohio.edu/riskandsafety/index.htm>, or by calling the RMS Lab Safety Coordinator at 593-1662.

- Layout- If possible, designate areas for specific kinds of work, limiting the area of potential contamination. Consider work flow when laying out your lab to reduce ergonomic stress and to make your work more efficient.
- Radioactive and Biological- If working with radioactive or some biological materials approval must be granted before they can be brought onto campus.
- Furniture- Avoid using furniture in the lab that would be hard to decontaminate or that could catch fire easily.
- Storage- Chemical, flammable, biological and radioactive storage equipment should be in place before receiving any of those materials into the lab. Plan ahead for the potential amount of storage needed so that storage devices have enough capacity. Gas cylinders need to be secured to a wall, bench, etc., provisions for securing the cylinder should be made before receiving it.
- Designating Chemical Storage-
 - Have the appropriate cabinets first (regular, flammable, refrigerator, acid, etc.)
 - Use the lower cabinets and shelves for chemicals; below eye level is preferred.
 - Organize chemicals by hazard classes. First as liquids, solids, or gases. Within those categories separate acids, bases, cyanides, oxidizers, etc.
 - If incompatible materials must be stored in the same cabinet, use secondary containment to separate potential spills.
- Electric Equipment- Plan the layout of your lab so that electrical equipment is near an outlet and cords will not on the floor. Extension cords are only to be used on a temporary basis and are not permanent.
- Equipment Labeling- Equipment (such as refrigerators, freezers, centrifuges, fumehoods, etc.) that contain or are used with radioactive or biohazardous materials must be labeled with the appropriate symbol. Some labels are available from the RMS.
- Door Placarding- If working with radioactive or biohazardous agents an appropriate sign must be on the room door. Be sure to update the HMIS room hazard placard outside of the lab for chemical hazards. Signs are available from the RMS lab safety coordinator.
- Hand Washing- A sink for hand washing is generally required and should be supplied with soap and hand towels
- Waste Containers- Your lab should be equipped with the proper waste containers for the work that you will be doing. There are separate waste streams for non-hazardous waste, radioactive waste, hazardous waste, biohazardous waste, biohazardous sharps, and sharps.
- PPE- Personal protective equipment needs should be planned out in accordance to the hazards presented by your research. Contact RMS is you have questions regarding your PPE needs.