

Lab Review Prep Sheet

Annual preparations

- 1) Documentation
 - a) Injury and Illness Prevention Program (IIPP)
 - b) Emergency Action Plan (EAP)
 - c) [Chemical Hygiene Plan](#) (CHP)
 - d) [Annual Self Inspection](#)
 - e) [Laboratory Hazard Assessment](#) (LHAT)
 - i) Updated annually
 - ii) Lab Roster current
 - iii) PPE training completed
 - iv) Hazard assessment reviewed
 - f) [Chemical Inventory System](#) (Chemicals)
- 2) [Annual Refresher Training](#)
 - a) Injury and Illness Prevention Plan - Department
 - b) Emergency Action Plan - Department
 - c) [Chemical Hygiene Plan](#) – Online in Laboratory Safety Manual
 - d) Spill Procedures – [SafetyNet #13](#)
- 3) Safety Equipment Checks
 - a) Fume Hood (annual)
 - b) Eyewash/Shower (monthly and annual)
 - c) Fire Extinguisher (monthly and annual)
- 4) [Waste](#) (Have it picked up)

Tri-annual Training

- 1) [UC Lab Safety Fundamentals \(Refresher\)](#) – Online eLearning
<http://safetyservices.ucdavis.edu/training/uc-laboratory-safety-refresher>
- 2) [Standard Operating Procedures](#) (If no revision has triggered earlier retraining)
- 3) Radiation if applicable

Initial Training

- 1) [UC Lab Safety Fundamentals](#) – Online eLearning
<http://safetyservices.ucdavis.edu/training/uc-laboratory-safety-fundamentals>
- 2) LHAT: <https://ehs.ucop.edu/lhat>
 - a) Personal Protective Equipment
 - b) Laboratory Hazard Assessment (LHAT) (review) – online
- 3) [Site-specific Orientation and Training Checklist](#):
http://safetyservices.ucdavis.edu/sites/default/files/documents/Site-Specific_Safety_Orientation_Training_New%20Lab_Personnel.docx
 - a) Injury and Illness Prevention Plan - Department
 - b) Emergency Action Plan - Department
 - c) [Chemical Hygiene Plan](#) – online in Laboratory Safety Manual
 - d) Spill Procedures – [SafetyNet #13](#)
 - e) Hazardous Waste – online LMS “[Hazardous Waste Management & Minimization](#)” or [SafetyNet #8](#)
 - f) Others as determined by lab.
- 4) [Standard Operating Procedures](#) – Lab Specific

#1 Lab Safety Finding!

Chemical containers not clearly labeled with contents and primary hazard(s).

Each container of hazardous substance is to be labeled with the identity of the hazardous substance and any appropriate hazard warnings.