DRS Safety Orientation Checklist

The Division of Research Safety (DRS) at the University of Illinois Urbana-Champaign is committed to assisting campus units in identifying and managing biological, chemical, radiological, and electrical hazards in order to reduce the risk of harm to the campus community and the environment. To begin creating a safety program for your laboratory, complete the following orientation checklist.

Set up an online safety profile:

Log into the DRS website:

☐ Update your Facilities list and Hazards to be used in each location.
Include facilities such as cold rooms, warm rooms, storage locations, and service facilities.

☐ Update your Personnel List and identify Safety Contacts as they change.
Safety Contacts are individuals who will help you manage safety. They are often graduate students, post-docs, or lab managers in your group.

☐ Update your profile to include your after-hours contact number and have safety contacts update theirs.

Door signs will be generated and posted after you have identified facilities/hazards/safety contacts.

Develop a Laboratory Safety Plan:

Your Laboratory Safety Plan (LSP) is composed of laboratory specific information relevant to the hazards and exposure control measures. Use the LSP as a training resource and safety reference for laboratory personnel. The LSP must be evaluated for effectiveness at least annually. To create your plan, complete each of the following steps:

☐ Develop Laboratory-Specific Training:

- ☐ Asses the risk and hazards for the materials to be used and procedures to be conducted in the laboratory. Once hazards and risks are identified, create, written lab-specific instructions for lab work. These might take the form of Standard Operating Procedures (SOPs), safety guidance, lab safety policies, and other basic safety information specific to the laboratory hazards. These lab-specific materials must address PPE use, engineering control requirements, and other ways risk will be mitigated in the lab.
- ☐ View the DRS Library for relevant documents to use in lab-specific training.

☐ Train personnel on:

- ☐ Laboratory-specific SOPs and safety information referenced above.
- ☐ The location and use of safety equipment (fire extinguisher, safety shower, eye wash, spill kit(s), personal protective equipment).
- ☐ The location (online, computer file, or paper copies) of hazard identification and safety references including Safety Data Sheets.
- ☐ Emergency response and incident reporting procedures. Report all incidents to DRS.

☐ Document lab-specific training with a date and signature as it occurs.
Documentation can occur in multiple ways: on individual SOPs; on a signature page that describes the SOPs/trainings reviewed; through use of the DRS checklist template; etc.

☐ Include and review the Laboratory Safety Guide.
The Laboratory Safety Guide provides baseline safety information and expectations for general laboratory practices on campus. The Guide is updated annually. All personnel should be aware of its location and contents.

☐ Complete online DRS Training.
Every researcher is required to complete certain online DRS training modules based on the hazards selected in the DRS hazard profile. The Principal Investigator may require additional online training modules. Training is recorded in the database. A printed certificate is not required.

Register materials/equipment or apply for permits with appropriate programs:

☐ Laser Registration - Register all Class 3b and Class 4 lasers used/stored in your space.

☐ Biological Material Registration - The following materials require registration with the Institutional Biosafety Committee (IBC). All work with these materials must be approved by the IBC prior to initiation:

Recombinant or synthetic nucleic acid molecules; Transgenic animals (use or creation); Transgenic plants; Pathogens (human, animal, or plant); Human materials (cell lines; blood, blood products, tissues, any bodily fluid); Nonhuman primate materials (cell lines, blood, blood products, tissues, any bodily fluid); Biotoxins.

☐ Radiation Permit Application - The procurement, possession, or use of radioactive material is permitted only pursuant to a Radiation Permit issued by DRS. A permit is also required for technologically "enhancing" naturally occurring radioactive material.

☐ Radiation Producing Machines – Register all x-ray systems and accelerators used in your space.

Laboratory Safety Audits:

Laboratory Safety Audits are performed annually by DRS. The Annual Laboratory Safety Audit Checklist lists each item the auditors will assess.

Specialty audits may be required depending on the materials being used by the lab. DRS will reach out to schedule these as needed based on received registrations.

Safety Resources:

☐ Determine who your facility manager and/or local safety resource is.

☐ Request free Sharp Disposal Containers from Campus Stores: cstores@illinois.edu or 217-244-0139.

☐ Request any waste pickups (including sharps disposal container pickup) through the DRS website**.**

These considerations are often overlooked:

☐ Activate/flush eyewashes once a week (and document with a signature or initials and date).

☐ Inspect fire extinguishers once a month (and document with a signature or initials and date).
Verify gauge (if present) is in the "green zone"; check that the pin is still in place and the tamper tag is present.

☐ Do not block/obstruct showers or eyewashes.

☐ Aisles within the laboratory must be unobstructed and at least 28 inches wide.

☐ Label all chemicals, liquid and solids (even water).

☐ Label all waste, (liquid, solids, bio, etc). Affix a DRS Waste Tag to every container collecting spent waste.

☐ Refrigerators used for storing flammables must be spark-proof.

☐ Chemical fume hoods are for use, not storage.

☐ Assemble a spill kit specifically for the hazards in your lab and place it in an easily accessible location.

☐ Do not use extension cords as permanent wiring.

☐ Do not create trip hazards.

☐ Never eat or drink in the lab, even if the office desk is in the lab.

☐ If any items were left from a previous laboratory:

- ☐ Submit all unwanted chemicals for chemical waste pick-up.
- ☐ Contact your department's inventory person to remove all equipment you don't want.

☐ Organize periodic lab cleanup days.