



Safety Checklist for a New Research Lab at UIC

Faculty and staff members at the University of Illinois at Chicago hold key responsibilities for the health and safety of personnel working in their labs. This checklist is designed to assist you in establishing processes and procedures to get your lab up and running safely. Please note this checklist focuses on general and chemical safety. There may be additional items to consider if you are working with lasers, radiation, biological materials, nanomaterials, or research animals. For these situations, contact information is provided at the end of this checklist. Please contact labsafety@uic.edu to obtain your “New PI Safety Welcome Kit.”

Lab Infrastructure

As you begin to set up your lab, it is important to ensure you have the health and safety items below:

- Fire Extinguisher in lab or corridor (Has it been inspected within the last year?)
- Eyewash and Safety Shower, if working with hazardous materials (Travel time must be within 10 seconds). The eyewash must be flushed weekly and logged on hang tag. Eyewashes and safety showers should be inspected annually by EHSO.
- First Aid Kit
- Spill Kit appropriate to the materials used in the lab
- Specific antidotes that may be needed (Example: calcium gluconate if working with Hydrofluoric Acid)
- Proper chemical storage areas, appropriate to the classes of chemicals you will be using (Examples: flammable cabinets, acid cabinets, flammable refrigerators, gas cylinder restraints, etc.) These should be labeled with the hazard labels in your “New PI Safety Welcome Kit.”
- Special equipment, if needed (Examples: BioSafety cabinet [must be certified annually], nanoenclosures, and toxic gas cabinets)
- Chemical Fume Hood(s) (Should have a sign stating it was checked with the last year)

Documentation for Your Lab Safety Binder

Labs at UIC have certain required documents that should be kept in your Lab Safety Binder. You will receive a Lab Safety Binder in your “New PI Safety Welcome Kit.” All of these documents can be found on the EHSO webpage.

- Lab Safety Plan completed with name of Chemical Hygiene Officer. You may serve as your own Chemical Hygiene Officer or delegate this responsibility to an experienced lab worker.
- Completed Chemicals of Concern Form
- Completed Laboratory Hazard Assessment (must be signed by all lab workers)
- Standard Operating Procedures (if working with Particularly Hazardous Substances)
- Yearly Lab Safety Self-Inspection Checklist
- EHSO Safety Training Documentation (You should maintain the safety training records for yourself and those that work in your lab)
- Any additional safety procedures unique for your lab work

Lab Hazard Communication



- Lab Specific Emergency Response Plan completed and posted
- Lab I.D. Card and Hazard Placard posted on the outside of the lab
- Safety Data Sheets for all chemicals in the lab stored in an e-Binder in the MSDSonline database (Your Lab Safety Advisor can assist you with this)
- Evacuation route maps posted in the corridor

Lab Safety Training Requirements

All lab workers, including new faculty, staff and graduate students, must be properly trained before beginning their work.

- All Principal Investigators need to complete the live "Lab Safety Responsibilities for Principal Investigators" classroom course.
- Lab workers must complete the live "Introduction to Laboratory Safety" course once and an annual on-line refresher.
- You can register for these courses on the EHSO website.
- Additional training may be required based on the activities performed in your lab. Review the Lab Safety Training Matrix to determine all the safety training requirements for you and the workers in your lab.
- Faculty and staff are responsible for training their lab workers on the specific hazards of their work.

Personal Protective Equipment (PPE)

PPE is required for all workers in the laboratory, must be appropriate for the hazard(s), and is to be provided by the Principal Investigator, at no cost to lab workers.

- You need to complete the Laboratory Hazard Assessment and have all your lab workers read and sign the document. The completed Laboratory Hazard Assessment should be stored in your Lab Safety Binder. You are required to provide all the PPE the Laboratory Hazard Assessment states is needed.

Helpful Lab Safety Contacts and Useful Websites

EHSO Homepage:

www.ehso.uic.edu

UIC Emergency Procedures and "UIC Ready":

<https://www.ready.uic.edu/>

Office of the Vice-Chancellor of Research Compliance Page (For information on IRB, IBC, Animal Care Committee, the Embryonic Stem Cell Review Committee)

<http://research.uic.edu/compliance>

For additional questions and help concerning:



- Lab and Chemical Safety
- PPE
- Lasers
- Fume Hoods
- Nanomaterials

Contact the lab safety listserv at: labsafety@uic.edu.

For additional questions and help concerning:

- Bio Safety
- Eyewash and Safety Showers

Contact the biosafety listserv at: biosafety@uic.edu

For additional questions and help concerning:

- Radioactive Materials Safety
- X-Ray Safety
- Radioactive Waste Disposal

Contact the radiation safety listserv at: radsafety@uic.edu

For additional questions and help concerning:

- Evacuation Maps
- Fire Extinguishers
- Ergonomic Evaluation
- Respirators (i.e. N-95)

Contact the health and safety listserv at: health-safety@uic.edu