Teaching Lab Safety Checklist

**The following checklist addresses safety compliance requirements for teaching lab spaces. Professors and principal investigators are responsible for ensuring the items on the checklist are completed.**

Quarter/year:      \_\_\_\_\_\_\_\_\_\_

Class Number:      \_\_\_\_\_\_\_\_ Room Number:      \_\_\_\_\_\_\_\_\_\_

Ensure your assigned laboratory has:

* Current updated chemical inventory in [MyChem](http://www.ehs.washington.edu/chemical/mychem) (www.ehs.washington.edu/chemical/mychem)

If chemicals are brought into the lab they must be entered into the room inventory.

* Applicable [safety data sheets](http://www.ehs.washington.edu/chemical/safety-data-sheets-sdss) with instructions for [spill cleanup/emergency response](https://www.ehs.washington.edu/popular-services/hazardous-material-spills)
* Completed personal protective equipment (PPE) [assessment](https://www.ehs.washington.edu/resource/laboratory-ppe-hazard-assessment-guide-351) for all lab activities
* [SOPs](https://www.ehs.washington.edu/chemical/chemical-sops) for toxic chemicals, known carcinogens, teratogens, or other hazardous materials.

Ensure each lab staff member has completed:

* Required and recommended [Laboratory Safety Training](https://www.ehs.washington.edu/training/determine-training-needs)
* UW [Lab Staff Safety Orientation Checklist](https://www.ehs.washington.edu/resource/lab-staff-safety-orientation-checklist-737)
* [Lab Employee Safety Training Record](https://www.ehs.washington.edu/system/files/resources/lab-employee-safety-train-checklist.docx)

[Report](https://oars.ehs.washington.edu/) all events that result in an injury, illness, exposure to hazardous materials, property damage, fire, or near-miss event, regardless of the location.

Visit www.ehs.washington.edu/workplace/incident-reporting for more information.

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Professor/PI Name (print) Signature Date

Completed Document to be kept in the lab-specific information section of the [UW Laboratory Safety Manual](https://ehs.washington.edu/resource/laboratory-safety-manual-510).