



ENVIRONMENTAL HEALTH & SAFETY

The University of Alabama at Birmingham

Laboratory Safety and Chemical Hygiene Plan

Principle Investigator: Signature:	Date Plan Created:	Lab Location (List all rooms/ benches): List all rooms where chemicals are stored: <i>This should match EHSA</i> Department/Affiliation:
Designated Laboratory Chemical Hygiene Officer: Signature:	Contact Info – PI: Phone: Email: Contact Info – CHO: Phone: Email:	Date of EH&S Review/Approval:
Building Administrator:	Contact Info – Building Admin: Phone: Email:	UAB Police: 205-934-3535 UAB EH&S: 205-934-2487

Instructions for Completing Laboratory Safety and Chemical Hygiene Plan

This form is to be used as a template. Please read and complete **all applicable** sections. This document will assist your laboratory as well as EH&S in ensuring all personnel are aware of and have been trained appropriately on hazards, safety measures, and general laboratory procedures and expectations. There may be sections that do not apply to your laboratory, when this is the case, **please do not modify the template** just put “n/a” or “does not apply” in the section. **Please do not leave it blank.**

Laboratory Staff and Students

List all individuals working in the laboratory. Please include full name <i>and</i> Blazer ID.
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Standard Operating Procedures

Please list all SOPs for this laboratory, whether for hazardous chemicals, nanomaterials, radioactive materials or special procedures.

Laboratory Policies and Procedures

List all laboratory-specific safety procedures. Include procedures such as:



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Potentially Hazardous Practices

Task/Lab Location	Hazard/Required PPE/Engineering Control
Example: Rotary Evaporation	Ex: Explosion or implosion of round bottom/face shield/perform only in fume hood

Engineering Controls in laboratory

Include interlock doors, fume hoods, biosafety cabinets, gloveboxes, flammable storage cabinets, acid storage cabinets, machine guarding, etc.

Required Personal Protective Equipment for laboratory

List all PPE that applies to the laboratory



ENVIRONMENTAL HEALTH & SAFETY

The University of Alabama at Birmingham

Safety Orientation Checklist (*Print this sheet- to be completed for each laboratory member*)

General Laboratory Safety Name: _____	Initial/Date Completed:	Method: (In-Person, Online, Written)
Emergency Evacuation Plan		
Medical Emergency Procedures		
Non-Medical Emergency Procedures		
Loss of Utilities, gas leaks and flooding		
Laboratory Security		
Workplace Violence		
Eyewash – Location & Proper Use		
Fire Extinguishers – Location & Proper Use		
Fire Alarm Pull Stations – Location(s) & Proper Use		
PPE & Proper Laboratory Attire		
Physical Laboratory Hazards		
Electrical Laboratory Hazards		
Chemical Safety		
Chemical Hygiene Plan		
Safety Data Sheets (storage location online & in lab)		
Chemical Waste Handling/Disposal		
Fume Hood – Proper Use & Care		
Chemical Spill Kit – Location & Proper Use		
Biosafety		
Exposure Control Plan		
Biological Safety Cabinet – Proper Use & Care		
Autoclave- Location & Proper Use		
Disinfectant Solutions – Selection & Proper Use		
Biological Spill Kit – Location & Proper Use		
Sharps – Proper Use & Disposal		
Broken Glass Discard Box – Proper Use & Disposal		



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Annual Safety & Chemical Hygiene Plan Review

PI and all laboratory members must sign ***each calendar year***.

Name/Signature/Date: (list below)

Required Training Courses

UAB Campus Learning System

CS101 (required if using any chemicals)

CS055 (required for handling, storing, packing, manifesting hazardous chemical waste)

BIO301L (required for generating, handling, packing or signing for pickup of medical waste)

BIO303 (required if lab uses BSL-1 or BSL-2 containment practices & procedure)

BIO304 (required for working in fume hoods or biosafety cabinets)

BIO305 (required for anyone working with recombinant DNA)

HS200 (required for all laboratories)

BIO500 (required for laboratories with potential exposures to bloodborne pathogens)

OHS101 (required for anyone working in the laboratory)

OHS100 (required for anyone working in the laboratory)

OHS200 (required for anyone working with compressed gas cylinders)

BIO200 (required for laboratories handling or packaging using dry ice)

Enroll with UAB Employee Health

Laboratory Emergencies

Task	Responsible Person
Shutting off oxygen or compressed gases	
Shutting off equipment, experiments or reactions	
Securing all freezers and refrigerators	
Ensuring all personnel have left the area	
Head count at assembly area	
Closing and securing all doors	



ENVIRONMENTAL HEALTH & SAFETY

The University of Alabama at Birmingham

Securing or removing personnel items	
Securing laboratory materials	
Other	

Loss of Utilities Shutdown List – (For planned events such as planned maintenance or if power goes out unexpectedly but equipment should not power on/reboot automatically. In emergencies such as fire or chemical spill, evacuate immediately).

Equipment	Location	Responsible Person(s)
Ex: HPLC	Ex: KAUL 447	Ex: Billy Blazer

Laboratory Security

Task/Document File Location	Performed by/Date
Risk Assessment –	
List of Hazardous Materials/Chemicals –	
List of Hazardous Equipment/Location(s) –	
List of Infectious Agents/Location(s) –	
List of Select Agents or Toxins/Location –	

Additional Resources

[Chemical Safety Training Course Material](#)

[Chemical Security at UAB](#)

[Laboratory Emergencies](#)

[Chemical Segregation](#)

[Risk Assessment Matrix](#)

[OSHA Laboratory Standard](#)



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The University of Alabama at Birmingham

Laboratory Emergency Contact Information – Print and post in laboratory

Name/Office	Contact
UAB Police Department	205-934-3535 (911 from campus phone)
UAB Hospital Emergency Dept	205-934-3535 (911 from campus phone)
Poison Control	(800) 222-1222
UAB Environmental Health & Safety	205-934-2487
UAB Employee Health/Workplace	205-933-5300
UAB Support Facility	205-934-3797

Treatment for Exposures at UAB

