Activity 3: Lab Safety Checklist
Complete as many of the following tasks in your lab space(s) as possible by circling Yes, No or NA (Not Applicable) next to each task. Each task is worth 10 points. 1 submission of this activity form per lab is allowed.

Take a photo of your form completed.
Email the photo by 5:00pm on June 30 to amiebf@umich.edu.

Lab’s PI First Name: _____________________
Lab’s PI Last Name: _____________________

<table>
<thead>
<tr>
<th>Circle</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes / No / NA</td>
<td>Create, update or review a list of all current lab members with their emergency contact information.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Every lab member should check their MyLine account and refresh on any training that may be expired.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Review the lab’s SOPs and make sure all lab members have read and understood each SOP by signing the certification portion.</td>
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<tr>
<td>Yes / No / NA</td>
<td>Host a lab meeting to review the Laboratory Emergencies SOP and add to your lab’s Blue Binder.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Create, update or review the Buddy System Policy for your lab spaces using the following SOP template.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Review the lab’s SOPs and check that all necessary PPE is fully stocked and readily available.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Verify the lab’s First Aid Kit(s) are appropriately stocked and items are not expired. This also applies for the Calcium Gluconate if applicable.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Review all EHS door signage and update any outdated contact information by using the following link.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Review the lab’s chemical inventory in MISP and check for accuracy.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Using the lab’s chemical inventory in MISP and the Peroxide Forming Chemicals SOP, create a list of all peroxide forming chemicals within the lab along with their location and testing frequency.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Verify all secondary chemical containers have the following listed on the container: 1. Full Chemical Name, 2. Concentration, 3. Hazards. Use the following template developed by EHS for your secondary chemical containers.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Verify the lab’s Chemical Spill Kit(s) are appropriately stocked and items are not expired.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Check all Biological Safety Cabinets (BSCs) annual certifications are current (information found on the sticker of the BSC).</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Check all Fume Hoods are clear of excess chemicals and equipment.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Check all Compressed Gas Cylinders are grouped by type/compatibility and secured by chains/straps.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Verify that all equipment has outlined safety precautions, limitations, safeguards, maintenance and cleaning procedures.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Check environmental rooms and make sure they are free of mold growth.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Schedule a refrigerator/freezer defrost/cleanout by September 1, 2024. Proposed Date: ________________</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Check all vacuum pumps and make sure any oil-based vacuum pumps are placed on a spill tray.</td>
</tr>
<tr>
<td>Yes / No / NA</td>
<td>Replace all damaged PPE with new PPE (lab coats, shop aprons, shop towels, safety glasses, safety goggles, face shields, gloves (chemical, heat-resistant, cryogenic), etc.</td>
</tr>
</tbody>
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