

Winter Term 2016 Safety Memorandum

Update on Required Laboratory Safety Assessment Self-Audit Reporting

Please note that this form must be completed **each quarter**. In addition:

- The form may be found at:
http://oregonstate.edu/ehs/sites/default/files/pdf/laboratory_safety_assessment.pdf
- The completed form should be scanned and saved as a pdf with a file name listing the term of completion and the PI's/laboratory manager's name, for example, "Winter 2016 Safety Assessment Blakemore.pdf".
- Please place the folder in the T drive: *T > Chemistry > Safety Assessment Forms > [Term]*. Note that **only faculty have access to this folder**, so the PI/laboratory manager will need to upload it.

In addition to ensuring a safe laboratory environment, completion of these forms will make faculty compliant with the institutional requirement that safety audits are conducted on at least at annual basis. Please note that although this process will provide record keeping for safety assessments, PIs/laboratory managers are still ultimately responsible for ensuring laboratory safety compliance.

Office/Laboratory Security

With recent instances of theft occurring in Gilbert Hall, Gilbert Hall Addition, and the Agricultural & Life Sciences Building, students and faculty are encouraged to be especially vigilant and to secure personal property. Suspicious activity should be reported to the Department of Public Safety at 541.737.3010.

Reminder: Safety Shower and Eye Wash Station Testing

Safety showers in a majority of OSU laboratories are now regularly tested by EH&S; however, the testing of eye wash stations remains the responsibility of PIs/laboratory managers. Eye wash stations are easy to test without special gear and these units should be flushed on a regular basis (every 1–2 weeks) to avoid water stagnation. An inspection tag should be attached to the station to document when tests are completed and by whom **or** the inspection record may be kept electronically with this same information.

Reminder: Approval of Outreach Events

Please note that a formal approval is required for all outreach activities involving any kind of chemical experiment/demonstration. The form may be found on the Department of Chemistry website via *Research > Safety Web > Outreach* and must be submitted **at least two weeks** prior to the event.

Reminder: SDS/MSDS Information Online

Access to SDS/MSDS information is critical to proper laboratory safety. Although there are many sources available, please note that OSU personnel have access to MSDSOnline. Go to <http://oregonstate.edu/ehs/sds> for access.