



CHAPMAN
UNIVERSITY
Risk Management Department
Environmental Health & Safety

Lab Safety Inspection Program

Description

The Lab Safety Inspection Program (LSIP) is a campus-wide inspection program designed to improve regulatory compliance and increase campus awareness of environmental, health and safety issues. Campus labs where hazardous materials are used or stored are inspected no less often than once every 12 months by Environmental Health & Safety (EH&S). EH&S lab safety specialists work with campus department safety personnel to schedule and carry out the inspections in such a way that teaching, research, and other campus operations experience minimal interruptions. It is important in many cases to observe operations in progress, therefore some inspections may take place when labs are in use. To ensure wide coverage of safety issues, the focus of EH&S inspections may change periodically. The inspection tool will address items such as training compliance, standard operating procedure, personal protective equipment use, chemical hygiene plans, eyewash access, etc.

Responsibilities

Laboratory safety is a shared responsibility. Faculty and staff including Deans, Directors, Department Chairs and Principal Investigators (PI's) are directed by campus policy to ensure adherence to EH&S regulations, principles and practices. In addition to a formal annual EH&S inspection, science department staff and/or PI's shall support practices that provide for self-inspection of laboratories on a periodic basis during those months that classes are in session and/or when research is in process. This proactive approach is necessary to assure the safety of lab operations for all users. It is the responsibility of lab users to maintain a safe and healthy work environment. They are in the best position to know the hazards inherent in their work and implement appropriate controls.

All research and teaching labs shall be informally inspected during regular use, with a formal written and documented self-inspection of those labs on the following schedule:

Research Labs: PI's in cooperation with their departmental lab safety personnel shall conduct not less often than annually a formal, written self-inspection of their laboratory operations. These self-inspections should take place sometime during the months of January and February of each year.

Teaching Labs: Science departmental staff should conduct a self-inspection of each teaching lab during the months of September and January of each year, with said dates coinciding with the opening period of the fall and spring semester.

How to Prepare for the Annual Inspection by EH&S

EH&S provides your department safety director/coordinator with advance notice of your annual inspection. EH&S annual inspections are generally conducted during the months of June, July and August of each year. If you have any questions regarding a scheduled inspection, or questions regarding recommendations that resulted from an inspection, the EH&S Manager for the Orange Campus or the Lab Safety Administrator for the Rinker Campus is pleased to be of assistance.

Completed inspection forms and the actions recommended and/or taken to correct identified unsafe conditions shall be maintained for a minimum of seven (7) years. This includes departmental self-surveys and EH&S surveys. All inspections will be done using the CHIMERA lab inspection system, using the designated survey form. For more information, contact EH&S@chapman.edu.