



**Molecular Engineering & Sciences Building
Health & Safety Plan**

A. INTRODUCTION:

1. Scope:

The Molecular Engineering & Sciences Building (“MoIES”) is an interdisciplinary facility occupied by faculty, staff, and students from multiple UW colleges, departments, and institutes. It is also home to an instrumentation user facility which is visited regularly by guest users from other institutions and from private industry, as well as by UW personnel based in other buildings. The policies and procedures described here apply to all faculty, staff, students, and visitors while located at the physical MoIES site, and to issues arising from site-specific occurrences or assignments.

This document supplements rather than supersedes the Health & Safety plan(s) of any MoIES occupant or visitor’s home department or college.

2. Health and Safety Policy:

This Accident Prevention Program, or Health and Safety Plan, shares the commitment of the University of Washington to provide a “safe and healthful environment for all individuals associated with the institution, including faculty, staff employees, hospital patients, and visitors” (University Handbook Vol. IV, Part VI, Chapter 4). It follows UW policy set in the Administrative Policy Statements (APS) 10.3, and is consistent with requirements in the Washington State Industrial Safety and Health Act (WISHA) (WAC 296-24, 296-62 and 296-800) which is administered by the Department of Labor and Industries (L&I).

3. Responsibility:

The Dean, Director, Chairs and Supervisors are responsible for maintaining safe work practices in their respective units, including required health and safety training. We understand that it is University policy that this responsibility can neither be transferred nor delegated (University Handbook, Vol. IV, Part VI, Chapter 4, Section 1.A).

MoIES requires all employees to comply with health and safety regulations, with departmental policies and procedures that apply to their own conduct on the job, and to report accidents, injuries, and unsafe conditions to their supervisor.

4. **Safety Coordinator:**

We have chosen one individual to serve as a Safety Coordinator for MoIES (see “Back Page”). This person has been given adequate authority to carry out the following responsibilities:

- Making this Plan accessible to MoIES occupants and visitors
 - Physical copy located in MoIES administrative office (Room 220)
 - Physical copy located in MoIES mail room (Room G31)
 - Electronic copy accessible at <http://www.moles.washington.edu/hsp>
- Updating this Plan, at least annually
- Auditing compliance with this Plan and with the Emergency Plan
- Functioning as a liaison with Environmental Health & Safety
- Assisting supervisors and employees as needed to resolve safety issues or complaints
- Maintaining building safety records such as copies of accident reports, safety inspection reports, and site-specific training records
- Ensuring that each MoIES-based lab designate a Lab Safety Contact. These individuals will be responsible for enforcing safety procedures in his/her MoIES lab
- Assisting Lab Safety Contacts with maintaining training records and other lab-specific records for lab personnel
- Scheduling employee safety training as requested by supervisors and Lab Safety Contacts
- Keeping safety bulletin boards current
- Keeping the MoIES Institute’s Director aware of current safety concerns.

B. FUNDAMENTALS:

1. **New Employee Health and Safety Orientation:**

All our new employees, including those that are permanent, temporary, or part-time, must receive instruction for the following:

From MoIES Safety Coordinator or Employee’s Supervisor:

- a. Reporting procedures for fire, police, or medical emergencies;
- b. Evacuation procedures during an emergency;
- c. Location of lab phones, fire alarm pull-stations and fire extinguishers (*employees using fire extinguishers must have previously received training*)
- d. Procedures for reporting all accidents and incidents to their supervisors and completing a written online report using OARS;
- e. Procedures for reporting unsafe conditions or acts to their supervisors, and, when possible, taking action to correct unsafe conditions;

From Employee’s Supervisor:

- f. Exact location of first-aid kits and identification of first-aid certified employees
- g. Description of UW and departmental Hazard Communication Program for chemical hazards to which they may be exposed;

- h. Identification and explanation of all warning signs and labels used in their work area;
- i. Use and care of any personal protective equipment they are required to use;
- j. Description of safety training they will be required to attend for their job. This includes General Asbestos Awareness Training which is mandatory for all employees.

The MoIES employee safety orientation checklist can be found in Appendix A of this document. Complete checklists should be submitted to MoIES Safety Coordinator within 10 days of employee's start date.

2. **Emergency Evacuation and Operations Plan (EEOP):**

All University employing units must develop procedures for evacuation in an emergency and for response to fires, bomb threats, chemical spills, earthquakes, etc.

The EEOP can be accessed electronically at <http://www.moles.washington.edu/EEOP>.

It contains:

- a. Building floor plans that show safety equipment and exit pathways;
- b. Evacuation procedures;
- c. Evacuation assembly point(s);
- d. Methods for accounting for staff, students, visitors;
- e. Areas of refuge for mobility-impaired occupants.

All MoIES occupants must be trained in the EEOP, where "occupant" is defined as faculty, staff (including hourly), or student whose primary UW work location is located in MoIES.

3. **Accidents:**

a. **Medical Emergencies:**

All medical emergencies must be reported to the nearest Emergency Medical Services (EMS), usually 911. If possible, 911 should be dialed from a campus phone, to minimize emergency response time.

b. **Report form to supervisor and EH&S:**

All accidents *and near misses* must be reported to the employee's supervisor and EH&S as soon as possible. Near misses are valuable opportunities to correct unsafe situations, which under slightly different circumstances, would result in serious injury. A report may be filled out by the employee, the supervisor, or both using the Online Accident Reporting System (OARS) at: <http://www.ehs.washington.edu/ohsoars/index.shtm>.

c. **Investigation:**

All accidents and near accidents must be investigated by the supervisor who then summarizes the details and corrective measures in the above report. EH&S

and the department's organizational safety committee review the report. Assistance from EH&S is available by calling 206.543.7388.

4. First Aid Kits and CPR Given:

Quick and effective first-aid for an injured University employee results from the availability of strategically located first-aid kits and first-aid/CPR certified individuals whenever department staff are working. Adequate employee access to these resources is addressed in this section.

a. Department First Aid

Consistent with the UW First Aid Response Plan (APS 10.5), certified first-aid and CPR assistance is available to department employees by dialing 911 from any University phone. Assistance is also available from the first aid or CPR certified individuals listed on the "Back Page" of this document.

b. First Aid Kits

First-Aid Kits are located in each MoIES lab and should be inspected periodically by lab staff so they can be restocked before running out of an item. Names and phone numbers of those employees who are CPR trained and those employees who are responsible for first-aid kits are listed on the outside of the kits and on the "Back Page" of this document.

5. Safety Problems: Reporting and Resolving:

Employees are encouraged to report safety concerns to their supervisor. If employees do not feel they can do this, or have done so and do not feel the problem has been resolved, they may discuss the situation directly with the MoIES Safety Coordinator or may contact their home department's safety committee (<http://www.ehs.washington.edu/ohssafcom/>). Any party may request EH&S assistance if internal procedures cannot resolve the problem.

6. Safety Meetings: Lab Supervisor Leadership

Lab supervisors are encouraged to promote health and safety in formal safety meetings or in regular staff meetings.

MoIES holds two open safety meetings per year, one in October and one in April. These are open to all MoIES occupants. At least one representative from each lab, ideally the supervisor or designated safety contact, is required to attend. Minutes for these meetings are maintained by the MoIES Safety Coordinator and are stored in the main MoIES administrative office in Room 220.

7. Health & Safety Committee Participation:

Health & Safety Committees at three organizational levels help determine unsafe conditions and procedures, suggest corrective measures, and obtain the participation of all UW personnel. At the Organizational and University-Wide levels, fifty percent (or more) of the representatives are elected by employees and fifty percent (or less) are appointed by management. Safety issues may originate at any level. Health &

Safety Committees are required by Washington State regulation (WAC 296-800-14005). A listing of committees and current members may be found on the EH&S web-site at <http://www.ehs.washington.edu/ohssaftcom/index.shtml>

a. Departmental Health and Safety Teams

Departmental Health & Safety Teams deal with “front line” issues. Large departments may especially benefit from this centralized approach to health and safety issues. In addition to providing a pathway for communication between different sections, teams involve employees in the process of identifying and resolving safety issues.

MoIES does not have a formal health and safety team. Instead, health and safety issues are discussed in each lab or office’s own staff meetings, and at the two annual open safety meetings. Accidents and near misses may also be addressed by the Organizational Health & Safety Committees of occupants’ home departments.

b. Organizational Health and Safety Committees

The University is divided into eleven organizational groupings, each one represented by an *Organizational Health and Safety Committee*. This committee deals with issues the members may have in common but can handle more effectively together. Each elected member represents all units of that organizational group, including his/her own.

MoIES occupants are represented on the Organizational Health & Safety Committees of their home departments, but general building health and safety issues are handled by the Group 9 Organizational Health & Safety Committee.

The Group 9 Committee is chaired by Michael Glidden at the College of Engineering. MoIES does not have an official seat on the Group 9 Committee, but is represented at committee meetings by the MoIES Safety Coordinator.

c. University-wide Health and Safety Committee

In addition, to provide campus-wide consistency and oversight, a University-wide Health and Safety Committee is established and composed of members from the official organizational committees.

8. Safety Bulletin Boards

MoIES safety bulletin boards are used for posting DOSH (formerly WISHA) posters, safety notices and safety newsletters. They are located in the MoIES mail room (G34) where all employees, students, and visitors can see them (WAC 296-800-19005).

Safety committee minutes, training schedules, safety posters, accident statistics, and other safety education material are located in a binder in the mail room.

C. ACCIDENT/ILLNESS PREVENTION:

1. Identification of hazards:

The responsibility for inspecting work areas and examining processes from beginning to end, in order to record possible hazardous situations, lies primarily with each lab or group.

MoIES complies with all recommendations from inspectors from such entities as EH&S, the Washington State Department of Ecology, etc.

MoIES defers to the Washington Administrative Code (WAC), Chapters 296-24, 296-62, and 296-900 for General Safety and Health Standards and Occupational Health Standards established by the State Department of Labor and Industries (L&I), as well as University of Washington Administrative Policy Statements (APS) 10.3.

If you are unsure whether a hazard is present or not, please contact the MoIES Safety Coordinator or EH&S.

General Guidelines for Job Hazard Reviews

- Review job injury and illness reports (including “close calls”) to determine which jobs to analyze first.
- Involve employees in all phases of the analysis. Explain to workers that you are studying the job, itself, not checking up on them.
- Review work plans for an overview of job activities.
- First note deficiencies in general conditions, such as inadequate lighting, noise, or tripping hazards that may not be directly related to the job.
- Break the job down into steps in the order of occurrence.
- Examine each step to determine hazards that exist or might occur.
- Determine whether the job could be performed in another way or whether safety equipment or precautions are needed.
- If safer job steps can be used, write new procedures to describe specifically what the worker needs to know to perform them.
- Determine if any physical changes will eliminate or reduce the danger (e.g. redesigned equipment, different tools, machine guards, personal protective equipment or ventilation).
- If hazards are still present, try to reduce the necessity or frequency for performing the job.
- Document the assessment: job covered, task, date, and person performing the analysis.
- Review recommendations with all employees performing the job.
- Review and update the job hazard analysis periodically, especially if an accident occurs in that job.

2. Reduction of hazards:

Each MoIES lab complies with the requirement for a written plan in their areas of responsibility by *identifying* each of the above hazards, *evaluating* its potential risk,

and *controlling* or eliminating it according to the measures described below. Some plans (e.g., **Laboratory Safety Manuals, Emergency Evacuation and Operation Plans, Radiation Safety records**) are located elsewhere and are referenced accordingly.

When possible, facilities and equipment have been modified or designed to eliminate employee exposure to hazards. Where engineering controls are not possible, we rely on work practice controls to eliminate employee exposure to the hazard. When these methods of control are not possible or not fully effective, we require the use of personal protective equipment (PPE), such as safety glasses, hearing protection, etc. Visitors are expected to abide by the PPE requirements of whatever lab(s) they are visiting.

a. Evaluation

Evaluation of potential risk (probability and magnitude of harm) has been done for certain hazards. When hazards are either (1) present in an unknown or a variable amount or subject to complicating factors (such as extreme risk or individual medical sensitivity), monitoring has been done to determine the safest procedures. EH&S has been consulted as needed.

Evaluations that have been made are described in Appendix B to this document.

b. Engineering Controls

Engineering controls such as fume hoods, biosafety cabinets, glove boxes, and other lab safety equipment have been utilized whenever possible as the preferred way to eliminate hazard to lab personnel. Guard rails and modified exterior walkways have been employed to eliminate or limit potential slip hazards.

c. Administrative Controls

Administrative controls, the way a job is done, have been used to reduce some of the hazards in our department, and on-going training is an inherent part of our safety program.

Administrative controls may include rotation of workers to reduce exposure time, specialized training, or using less hazardous procedures. The best procedures are usually those recognized as safe by professionals working in the field, by equipment manufacturers, by consensus in a specialized group, or simply by tradition. They are often referred to as “standard operating procedures” (SOP’s).

Each MoIES lab has specific SOPs in their Lab Safety Manual.

d. Personal Protective Equipment

Personal protective equipment (PPE) is used as a “last line of defense” for some hazards, particularly chemicals. Our hazard assessment and training documentation is located in each lab’s Lab Safety Manual.

The following information is required (UW APS10.4) for this documentation:

- Hazard assessed (site, evaluator, date, supervisor verifying)
- PPE selected
- Type and frequency of training

3. Safety Inspections

To maintain our commitment to safe work practices, and to ensure that MoIES continues to meet regulatory standards, we conduct regular, thorough inspections of associated work areas and continually check for unsafe conditions and practices. We consider these inspections an additional opportunity to provide practical training in safety awareness as well as a systematic method for involving supervisors and others in the process of reducing workplace hazards. MoIES policy on the frequency and methods for periodic safety inspections and the location of inspection records are described below:

- Each lab is required to maintain good lab safety practices at all times.
- Each lab should complete a lab safety self-check checklist twice per year, immediately prior to the semi-annual open safety meeting (this document can be found in Appendix C of this document).
- MoIES Safety Coordinator completes a quarterly general workplace and office safety inspection checklist (Appendix C of this document).
- EH&S completes annual lab safety inspections.
- EH&S completes biannual biosafety cabinet certifications.
- EH&S completes periodic fume hood certifications at most every 2 years.
- The WA Dept of Labor & Industry completes a biannual pressure vessel certifications of MoIES autoclaves

4. First Aid and CPR Training

MoIES relies primarily on calling 911 for emergency first aid

However, EH&S requires that each lab have at least one member trained in first aid/CPR. Names and phone numbers of employees who are first-aid/CPR certified are listed on the “Back Page” of this document and in the EEOP.

Training in first aid/CPR is available through EH&S and classes can be signed up for through their web site. Training should be updated every 2 years.

5. Safety Training: On-Going

To ensure an effective health and safety program, employees are trained in safe work practices. Supervisors are responsible for seeing that these practices are followed. The MoIES Safety Coordinator and EH&S are available to assist MoIES labs in implementing safety training and education programs upon request.

A matrix of training requirements based on activities or job duties performed can be found in Appendix D of this document and in the Lab Safety Manual. Employee training needs are evaluated and fulfilled by supervisors based on this matrix.

Training records, including completion dates, are kept to maintain program continuity and to satisfy legal requirements. New hire safety orientation documentation is kept in the MoIES administration offices in Room 220. Lab safety training records are maintained by EH&S and by the individual MoIES labs.

Additional information regarding training requirements may be found on the EH&S home page under "Training Information". Supervisors are encouraged to attend EH&S training for hazards faced by employees in their areas of responsibility. The class "HazCom Train-the-Trainer," for example, would apply to most work places.

6. Medical Exams and Vaccinations

Certain work environments or specific work practices create health risks that require medical examinations or immunizations for employees. At this time, pursuant to UW APS 10.3 or 10.6, this does not apply to any MoIES occupants.

D. DOCUMENTATION AND FOLLOW-UP

1. Record-Keeping

To meet State requirements, MoIES labs and administration maintains records of safety activities for varying lengths of time and in various locations depending upon the type of record. These records will be made available to EH&S or representatives of the Department of Labor & Industries on request.

Note: the EH&S Training office maintains records for EH&S classes. Call 206.543.7201 for more information.

The following records are maintained in the MoIES administrative office in Room 220:

- Results of workplace and office self-evaluation inspections
- Records of requests for assistance in correcting noted deficiencies
- Minutes of semi-annual MoIES open safety meetings
- Records of EH&S safety inspections and certifications
- Records of safety inspections and certifications by external entities
- Accident and injury reports
- MoIES Health and Safety Plan
- Emergency Evacuation and Operations Plan
- Completed new hire training checklists
- Autoclave training checklists and usage logs

The following records are maintained by each individual MoIES lab:

- Lab Safety Manual
- Standard Operating Procedures (SOPs)

- Material Safety Data Sheets (MSDS)
- Radiation Safety Manual
- Records of employee lab safety training, including dates when certificates expire, where applicable.
- Records of employees requiring medical evaluations including dates of examinations and immunizations

2. Updates:

For this Plan to be useful as a “living document,” it must reflect the department’s *current* safety program and its *current* responsible parties. Periodic updates, at least annually, are necessary to ensure this. The “Back Page” of this document shows the most recent revision date, the names of key safety personnel, and other information.

E. The SafeCampus Program

As part of maintaining a healthy, safe working environment, the University has developed and administers a UW Violence in the Workplace Policy and Procedure through the Human Resource's Violence Prevention and Response Program. Information on the program/policies is published on the UW website at <http://www.washington.edu/admin/hr/polproc/work-violence/index.html>.

University services include nighttime safety escort services, counseling sessions, a dedicated assessment team, and informational materials and training, but services are not limited to these items.

All managers, supervisors, and employees must be aware of the appropriate processes to follow regarding workplace and domestic violence prevention. They can receive assistance in answering any employee questions from the HR Violence Prevention and Response Program Manager. MoIES recommends that all occupants complete Workplace Violence training at least once every biennium, as well as receiving information during new employee orientation. We arrange for a biennial training session to take place on site at MoIES. Records of the training are maintained in the MoIES administration office.

For more comprehensive information, access the SafeCampus website at <http://www.washington.edu/safecampus>.

If any staff has concerns regarding a threat of violence, call 206-685-SAFE (7233).

In a life threatening situation or imminent danger call 911, immediately!

“Back Page”

1. Department: Molecular Engineering & Sciences
2. Today’s date / signature:
3. **Last update (date/person):** 3/13/14 - Christopher Adams
4. **Health and Safety Coordinator for our department:** (from 06/2012 to 06/2014):
Name: Christopher Adams
Phone: 206-616-6627
E-mail: adamsbcm@uw.edu
Bldg./Room/Box #: Molecular Engineering & Sciences, Room 220, Box 351653
5. **Health and Safety Team members in our department:** N/A
6. **Organizational Safety & Health Committee:**
Group # 9 College of Engineering for general issues and overview
Non-member committee representative: Christopher Adams

Committee for individual’s home department for specific accidents or injuries
Committee representative: see EH&S list at
http://www.ehs.washington.edu/ohssafcom/organizational_members.pdf

7. **University-Wide Safety & Health Committee:**
For representative list, see:
http://www.ehs.washington.edu/ohssafcom/u-wide_members.pdf

8. **First-Aid/CPR certified MoIES personnel:**
Name/Phone/Expiration Date _____
Name/Phone/Expiration Date _____
Name/Phone/Expiration Date _____
Name/Phone/Expiration Date _____

Person responsible for stocking First-Aid Kits (UW APS 10.5):

8. Important Non Emergency Phone Numbers:

UWPD Non-Emergency: 685-UWPD (8973)
EH&S Main Number: 543-7262
MoIES Administration: 616-6627
Facilities Services After Hours Maintenance: 685-1411
Safe Campus: 685-SAFE (7233)
Hall Health: 685-1011

Appendix A – New Employee Facilities & Safety Checklist

EMPLOYEE SAFETY ORIENTATION CHECKLIST

Date Completed

- _____ 1. Is there a sticker on your telephone with instructions to report Police/Medical/Fire emergencies? _____
To what number? _____

- _____ 2. Find the emergency evacuation plan posted on the department's website at <http://www.moles.washington.edu/>. What does the plan say should be done after an earthquake? _____

- _____ 3. Find the floor evacuation plan posted near your worksite and walk through the evacuation route indicated.
Which door should you exit through? _____
Should you leave your office/lab door open or closed? _____
What is the assembly point for MoIES occupants after evacuating the building? _____

- _____ 4. Where is the closest fire alarm pull station and fire extinguisher near your workspace? _____
You will activate the alarm in the event of a fire, major chemical spill, or other major emergency. Fire extinguishers can be used if the fire is small (waste basket size) and you have been trained to use them.

- _____ 5. Download a copy of the Accident/Incident Report form from <http://www.ehs.washington.edu/Forms/Index.htm>. Fill it out as though you've had an accident and attach it to this checklist. Even if no personal injury is sustained, it is required that you immediately report any accidents, incidents, near misses, motor vehicle accidents and any unsafe conditions or acts related to University of Washington functions with this form to your supervisor, and MoIES Administration, Room 220, 616-6627, MoIES@uw.edu.

- _____ 6. Go to the Environmental Health and Safety website at <http://www.ehs.washington.edu/training/corsdesc.htm>.
Which EHS safety classes have you taken?

What additional classes would be relevant to your work? _____

- _____ 7. Where is the nearest first aid kit for your workspace? _____

- _____ 8. Who is listed in the department's emergency plan as qualified to administer first aid care? _____

- _____ 9. Where is the closest eyewash/safety shower for your workspace? _____

- _____ 10. Have you received orientation from your supervisor on:
- _____ a. Hazardous materials used or stored in your work area, and how they are labeled.
 - _____ b. Where material safety data sheets for the work area are kept.
 - _____ c. What special training classes are required and how to enroll.
 - _____ d. How to respond to hazardous materials emergencies, like spills.
 - _____ e. How to dispose of hazardous wastes properly.
 - _____ f. The meaning of worksite warning signs and labels.
 - _____ g. The use of personal protective equipment for the worksite.

Signature

Dat

Appendix B – Special Hazard Evaluations

TBD

C. "TOP 25" LABORATORY SELF-AUDITING CHECKLIST INSTRUCTIONS

This "Top-25" self-audit checklist is one of many tools provided by EH&S for laboratory PIs and researchers to assess environmental, health, and safety conditions in their labs. This checklist focuses on unsafe practices and conditions most frequently observed by the EH&S Prevention and Assessment Team. The practices and conditions identified on this form are prohibited by state laws or campus policies, or are not generally accepted as safe laboratory practices.

The procedures for completing this form are as follows:

1. Designate a qualified¹ individual to audit each laboratory using this form, or an equivalent.
2. Send a photocopy of the completed form to your Department Administrator.
3. Share the completed form with the Principal Investigator (PI) and other laboratory users. Discuss the findings and corrective actions in a laboratory meeting and encourage others to voice their safety concerns.
4. Correct each identified deficiency as soon as possible and document corrections on the original form.
5. Keep the original audit form on file in the laboratory for at least one year, so that it will be available to the Washington State Department of Labor and Industries, granting agencies, campus research oversight groups, or EH&S, if requested.
6. If you need assistance correcting conditions identified during the self-inspection or have any questions or concerns about laboratory safety, whether they pertain to this inspection or not, contact Environment Health & Safety at (206)-543-0465.

This form was designed to help ensure compliance with WISHA, Department of Ecology, Seattle Fire Department, International Fire Code, and other codes and regulations. **This form is not a comprehensive checklist otherwise available from EH&S (like the Annual Laboratory Safety Survey Checklist in Appendix E in Lab Safety Manual) and should not be considered a substitute for a comprehensive survey or audit of regulatory requirements and code compliance.** Completion of this form and correction of any findings noted herein does not guarantee that these agencies will not issue citations.

The EH&S Prevention and Assessment Team routinely conducts laboratory surveys. Prior to these surveys, the team plans to spot check many of the forms, comparing notations with actual conditions in the laboratory. This action is done to ensure that questions are not misinterpreted and that this program remains effective.

Please note: This form does not address specific activities involving research animals, biohazardous agents, lasers, radioactive materials or radiation-producing machines, which have separate and unique inspection requirements that are part of their approval process.

D. "TOP 25" LABORATORY SELF-AUDIT CHECKLIST

Please print.	
Department: _____	Date of Inspection: _____
PI Name: _____	Inspector Name: _____
Room and Bldg.: _____	Inspector E-mail: _____

Please check the boxes indicating Yes (satisfactory), No (needs correction), or N/A (not applicable).

Written Laboratory Safety Policies And Procedures

1. Does each laboratory have a copy of the latest (2009) UW Laboratory Safety Manual or is it accessible to every worker whenever work is done in the lab (online or from other digital media)?

Corrective Action: Link to the UW Laboratory Safety Manual through the EH&S website. Order hard copy of manual through Copy Services if desired.

Online: <http://www.ehs.washington.edu/manuals/lsm/index.shtm>

Completion Date: _____

1 Yes No N/A

2. Do you have up-to-date written Standard Operating Procedures (SOPs) addressing laboratory processes for hazardous materials (chemicals, pressurized cylinders, etc) used or stored in lab?

Corrective Action: Develop written SOPs for any hazardous substances used or stored in lab, as directed in Section 6 of the UW Laboratory Safety Manual (example SOPs and a blank template are available on the EH&S website.)

Online: <http://www.ehs.washington.edu/manuals/lsm/lsm6.pdf>

<http://www.ehs.washington.edu/manuals/lsm/examplesoplincs.shtm>

<http://www.ehs.washington.edu/forms/epo/soptemplate.doc>

Completion Date: _____

2 Yes No N/A

3. Is the lab's chemical inventory entered into MyChem? Has the inventory and contact information on MyChem been updated in the past year?

Corrective Action: If your chemical inventory is not entered in MyChem, apply for a new account at EH&S website. If you already have an account, update the chemical inventory and contact information in MyChem by logging into your MyChem account on the EH&S website.

Online: <http://www.ehs.washington.edu/epomychem/index.shtm>

Completion Date: _____

3 Yes No N/A

4. Is there an up-to-date laboratory floor plan, showing the location of signs, safety equipment, process equipment, and exit routes, and is it posted in the laboratory?

Corrective Action: Develop a laboratory floor plan in accordance with Appendix C of the UW Laboratory Safety Manual.

Online: <http://www.ehs.washington.edu/manuals/lsm/lsmc.pdf>

Completion Date: _____

4 Yes No N/A

Appendix C – MoES Health and Safety Plan

September 2013
Appendix E - Checklists

Laboratory Safety Manual

Employee and Visitor Training

5. Have all laboratory employees, including those handling and generating hazardous chemical wastes, attended chemical safety training for laboratory workers? Have supervisors, PIs, and others responsible for laboratory safety compliance attended laboratory safety compliance training?

Corrective Action: Staff must attend the *Managing Laboratory Chemicals* class or the fall *Laboratory Safety Seminar* intended for new students. Supervisors and PI must attend *Laboratory Safety Standard Compliance*. Register through EH&S website. Additional chemical and process specific training, such as spill response and chemical storage, should occur in the lab as needed.

Online: <http://www.ehs.washington.edu/psotrain/corsdesc.shtm>

Completion Date: _____

5 Yes No N/A

General Emergency Preparedness

6. Does the laboratory have a first aid kit, appropriate chemical spill kit (s), and a biological spill kit (as necessary), and do employees know where the kit(s) are located and how to use them?

Corrective Action: Obtain first aid kit and/or chemical spill kits, which are available through University Stores and other vendors. Assemble and store biological spill kit in lab. Train laboratory staff in kit storage location and correct kit use.

Online: <http://www.ehs.washington.edu/ohshsplans/firstaidkit.shtm>

<http://www.ehs.washington.edu/epo/spills/chemspills.shtm>

<http://www.ehs.washington.edu/epo/spills/hgspills.shtm>

<http://www.ehs.washington.edu/rbsbiosafe/spillsbio.shtm>

Completion Date: _____

6 Yes No N/A

Laboratory Conditions

7. Are aisles, exits, and adjoining hallways maintained free of obstructions that would hinder emergency access or exiting?

Corrective Action: Remove obstructions from aisles, exits, and adjoining hallways.

Online: <http://www.ehs.washington.edu/ohsreslab/housekeeping.shtm>

Completion Date: _____

7 Yes No N/A

8. Are fire extinguishers located so that they are easily accessible and not blocked by stored materials?

Corrective Action: Remove any stored materials blocking clear access to fire extinguishers. Relocate extinguishers if necessary by contacting Facilities Services.

Online: <http://www.ehs.washington.edu/fsofire/fireextinguishers.shtm>

Completion Date: _____

8 Yes No N/A

9. Are all emergency eyewash and shower stations free of obstructions and located such that they can be accessed within 10 seconds (approx 50 ft)?

Corrective Action: Remove all obstructions from emergency eyewashes and showers.

Online: <http://www.ehs.washington.edu/fschazmat/eyewash.shtm>

Completion Date: _____

9 Yes No N/A

Appendix C – MoES Health and Safety Plan

September 2013
Appendix E - Checklists

Laboratory Safety Manual

10. Are there at least 18 inches of vertical clearance between all stored items and the ceiling mounted fire sprinklers? Do suspended ceilings have all of their ceiling tiles in place?

Corrective Action: Relocate stored items to maintain at least 18 inches of clearance under fire sprinklers. Contact Facilities Services to replace ceiling tiles.

Online: <http://www.ehs.washington.edu/sofire/fireprevention.shtm>

Completion Date: _____

11. Are extension cords used only as temporary wiring and not connected in a series (daisy-chained) with other extension cords or power strips? Cords must be in good condition with no breaks or exposed wiring which could serve as an ignition source.

Corrective Action: Dispose of, or repair, all electrical cords that are not in good condition. Remove all daisy-chained and permanent extension cords. Contact Facilities Services for installation of additional outlets where needed.

Online: <http://www.ehs.washington.edu/sofire/fireprevention.shtm>

Completion Date: _____

12. Are bookcases, filing cabinets, and furnishings over 4 feet tall near doorways and other emergency exits secured to keep from tipping over?

Corrective Action: Contact Facilities Services to install devices to secure furnishings.

Online: <http://www.ehs.washington.edu/soemerprep/labearthquake.shtm>

Completion Date: _____

Hazardous Material Safety

13. Do employees have ready access to Material Safety Data Sheets/Safety Data Sheets (MSDSs/SDSs)?

Corrective Action: Make MSDSs/SDSs available to employees through UW's MyChem program or keep current hard copies in lab. All laboratory personnel must know how to access MSDSs/SDSs for chemicals with which they are working.

Online: <http://www.ehs.washington.edu/epomychem/index.shtm>

Completion Date: _____

14. Are all containers (including squirt bottles and unwanted hazardous materials containers) clearly labeled with their chemical contents and primary hazard(s) and are they in good condition (not corroded or leaking)?

Corrective Action: Label all chemical containers using UW Hazard Label (or equivalent). Replace corroded or leaking containers. Reduce inventory of expired, surplus, and unnecessary chemicals via MyChem Chemical Exchange or as hazardous waste.

Online: <http://www.ehs.washington.edu/manuals/ism/ism2.pdf>
<http://www.ehs.washington.edu/eporecycle/chemex.shtm>
<http://www.ehs.washington.edu/epowaste/chemwaste.shtm>

Completion Date: _____

15. Are incompatible hazardous materials segregated and stored separately?

Corrective Action: Separate acids from bases. Store flammables in approved safety cans or cabinets and away from acids and oxidizers. See Table 2-1 in Lab Safety Manual for further information on segregating other chemicals.

Online: <http://www.ehs.washington.edu/manuals/ism/ism2.pdf>

Completion Date: _____

10 Yes No N/A

11 Yes No N/A

12 Yes No N/A

13 Yes No N/A

14 Yes No N/A

15 Yes No N/A

Appendix C – MoES Health and Safety Plan

September 2013
Appendix E - Checklists

Laboratory Safety Manual

16. Are excess flammable and combustible liquids (only 10 gallons allowed outside of cabinets) kept in approved storage cabinets?

Corrective Action: Keep excess flammable and combustible liquids in approved storage cabinets marked, "FLAMMABLE KEEP FIRE AWAY."

Online: <http://www.ehs.washington.edu/manuals/fsm/fsm4.pdf>

Completion Date: _____

17. Are peroxide formers (such as isopropyl ether, diethyl ether, and THF) stored away from light and heat and labeled with the date they were opened and the expiration date?

Corrective Action: Label all peroxide formers with opening and expiration dates using the UoW Form 1716, Caution – Peroxide Forming Chemical label. These chemicals may become explosive after prolonged storage. If any of these chemicals are present and have not been used for a long time, do not handle. Conduct assessment of outdated ether following the EH&S peroxide guidelines. For technical support, contact Chemical Waste at 206-616-5835.

Online: <http://www.ehs.washington.edu/forms/epo/peroxideguidelines.pdf>

Completion Date: _____

18. Are chemical fume hoods kept uncluttered so that air flows properly (e.g., is storage minimized and are adequate work areas provided)? Can ALL chemical work be done more than six inches into hood? (Note: Chemical fume hood sashes must be in good condition and used at the proper setting.)

Corrective Action: Train laboratory users to minimize hood clutter and place sashes to maintain good airflow and provide splash protection. Contact Facilities Services for repairs.

Online: <http://www.ehs.washington.edu/fsofumehoods/fume.shtm>

Completion Date: _____

19. Are compressed gas cylinders secured with chain(s), strap(s) or bracket(s) to prevent them from falling or tipping? Are incompatible compressed gas cylinders stored separately?

Corrective Action: Provide a chain, strap or bracket to secure the compressed gas cylinder(s) to prevent them from falling or tipping. Secure cylinders taller than 26 inches at two locations: 1/3 and 2/3 height to protect from tipping over in an earthquake. Separate incompatible compressed gas cylinders by 20 feet or a 30-minute fire rated partition.

Online: <http://www.ehs.washington.edu/fsohazmat/gascylinders.shtm>

Completion Date: _____

Biological Safety

20. Do you have EH&S approval for your research if your research involves hazardous materials in animal studies, biohazards, recombinant DNA, or clinical trials involving human gene therapy?

Corrective Action: To initiate the approval process, submit a Biological Use Authorization (BUA) Application to EH&S (see online link below). This process also initiates the Institutional Biosafety Committee (IBC) approval process. If your research requires work at Biosafety Level 3 containment, notify EH&S at (206) 221-7770 for approval as soon as possible because of limited availability of facilities. An Animal Use Medical Screening Form is also required for animal research (see online links below).

Online: BUA: <http://www.ehs.Washington.edu/rbsresplan/bua.shtm>

Animal Use Medical Screening Form: <http://www.ehs.washington.edu/rbs/resocchealth.shtm>

Completion Date: _____

16 Yes No N/A

17 Yes No N/A

18 Yes No N/A

19 Yes No N/A

20 Yes No N/A

Appendix C – MoES Health and Safety Plan

21. Do lab personnel promptly dispose of blades, needles and other sharps in sharps containers and do not recap needles?

Corrective Action: Procure a sharps container, if needed. Discontinue recapping needles to prevent needle sticks.

Online: <http://www.ehs.washington.edu/rbsresplan/sharp.shtm>

Completion Date: _____

Radiation Safety

22. Do lab personnel secure all radioactive material stock solutions inside a locked container/cabinet when the materials are not in use?

Corrective Action: Promptly return to a locked container and/or cabinet any radioactive stock solutions not actively in use.

Online: http://www.ehs.washington.edu/rsolabauth/rad_auth.shtm

Completion Date: _____

23. Are surveys done regularly in areas where radioactive material is used or stored using a calibrated instrument capable of detecting the radionuclides in question?

Corrective Action: Use a calibrated instrument that can detect the radionuclide you are using. Survey work spaces, well traveled areas of the floor, and places where people commonly put their hands. Keep a record of your survey results.

Online: http://www.ehs.washington.edu/rsolabauth/rad_surveys.shtm

Completion Date: _____

Hazardous Chemical Wastes

24. Are chemical waste containers appropriate for the waste, securely capped, segregated by hazard class and labeled with a completed UW Hazardous Waste label (UoW 1157)?

Corrective Action: Use appropriate containers, securely cap the containers, segregate waste by hazard class (e.g., flammables separated from oxidizers). Label all waste containers with completed UW Hazardous Waste Labels available online and at several locations on campus. Take our online hazardous waste training for more information.

Online: <http://www.ehs.washington.edu/epowaste/chemwaste.shtm>

<http://www.ehs.washington.edu/epowaste/hazwastelabel.shtm>

<http://www.ehs.washington.edu/psotrain/hazwaste/index.shtm>

Completion Date: _____

Personal Protective Equipment

25. Is Personal Protective Equipment (PPE) identified in the laboratory Standard Operating Procedures (SOP) available to laboratory personnel and in good condition? Identify additional PPE needs on the right side of this form.

Corrective Action: Work with your PI or lab manager to ensure proper PPE for the work done in your laboratory is available including: safety glasses, goggles, face shields, protective gloves (chemical, thermal, etc), laboratory coats, aprons, and other PPE specific to the work done in your laboratory.

Online: <http://www.ehs.washington.edu/rbsresplan/ppe.shtm>

Completion Date: _____

21 Yes No N/A

22 Yes No N/A

23 Yes No N/A

24 Yes No N/A

25 Yes No N/A

Additional PPE needed for this laboratory (quantity):
___ safety glasses
___ goggles
___ face shields
___ respirators
___ laser safety eyewear
___ gloves for:
___ chemical hazards
___ thermal hazards
___ physical hazards
___ laboratory coats
___ aprons
___ other safety equipment (specify)

Appendix C – MoES Health and Safety Plan

OTHER HAZARDS

List any other hazardous conditions in need of correction that are not covered on this general laboratory self-audit form. Assign and document correction of each hazardous condition or concern.

1. _____
2. _____
3. _____

OTHER COMMENTS

The space provided below can be used to comment on any conditions described in the above questions.

Date _____ Signature of PI/Researcher _____

OFFICE SAFETY INSPECTION CHECKLIST

Building:	Inspector:
Room Number:	Date Inspected:
Department/Unit	Supervisor:

(Check if completed)

Administrative

- ☑ 1. Is the departmental Health and Safety Plan in a location known and accessible to all employees?

- ☑ 2. Is there a Safety Corner/Bulletin Board established with the following displayed (in terminology and language understood by the employees)?
 - WISHA Posters (available from EH&S, 543-7262)
 - The Emergency Phone Number poster
 - Other health and safety material/information

- ☑ 3. Are training records maintained and available for review by employees, EH&S, and outside agencies?

- ☑ 4. Are departmental safety inspection reports and corrections maintained and available for review by employees, EH&S, and outside agencies?

- ☑ 5. Are Material Safety Data Sheets (MSDSs) and an inventory sheet of all office products used in the workplace on file and accessible to employees?

- ☑ 6. Does the departmental Emergency Operations Plan include a floor plan/map of the department, including emergency evacuation site, procedures, and routes? Are employees/students instructed in emergency procedures (i.e., location of exits, location and use of

Comments	Correction Date

Appendix D – MoES Health and Safety Plan

Office Safety Inspection

fire extinguishers)?

General Safety Concerns

- U 1. Are the exits (doorways), exit aisles, or corridors free of obstacles and combustible storage?
- U 2. Are the fire doors closed securely at all times?
- U 3. Are light fixtures working and are diffuses installed?
- U 4. Have all loose rugs or mats been secured or removed?
- U 5. Have missing or loose ceiling tiles been repaired?

Electrical Cords and Outlets

- U 1. Are extension cords, multiple outlet strips, or cube taps plugged directly into a wall outlet?
- U 2. Are extension cords at a minimum 14 gauge (heavy-duty) and servicing only one appliance or fixture?
- U 3. Are cords in good condition without splices, deterioration, taping, damage, or being sharply bent or pinched?
- U 4. Are employees instructed not to use extension cords in place of permanent wiring?
 - Are extension cords prevented from running through walls, ceilings, or doors?
- U 5. Are extension cords grounded when servicing a grounded appliance or fixture?
- U 6. Are cord guards provided across an aisle or other passageway?
- U 7. Does the multiple outlet strip have a circuit breaker?

Comments	Correction Date
----------	-----------------

Appendix D – MoES Health and Safety Plan

Office Safety Inspection

- ⑧ 8. Are multiple outlet strip cords 6' or under?
- ⑧ 9. Is clear access (36" clearance) provided to electrical panels?
- ⑧ 10. Are electrical cover plates provided on all electrical switches or outlets?

Heaters and Fans

- ⑧ 1. Do all heaters have a working tipover switch?
- ⑧ 2. Are combustibles kept 24" from all sides and tops of heaters?
- ⑧ 3. Are fine finger guards provided on fans?
- ⑧ 4. Are all electric space heaters plugged directly into the wall?
- ⑧ 5. Are all fans below head level or secured?

Seismic Bracing and Earthquake Preparedness

- ⑧ 1. Are furnishings more than four feet high braced? (This includes file cabinets, bookcases, desk hutches, etc.)
- ⑧ 2. Is all shelving secured?
- ⑧ 3. Are projection screens, maps, blackboards, etc., fastened with a closed hook system or bolted to walls?
- ⑧ 4. Is overhead storage of heavy items or plants prevented?
- ⑧ 5. Are hanging planters or other objects prohibited?

Comments	Correction Date
----------	-----------------

Appendix D – MoES Health and Safety Plan

Workplace Inspection

Workplace Inspection Form	Inspection Date:
Building:	Inspector:
Room Number:	Supervisor:
Department/Unit:	Phone:

Y	N	N A	Y=Satisfactory N=Needs Improvement NA=Not Applicable	Comments	Corrective Action Completion Date
			General		
			1. Workplace clean and orderly		
			2. Exits cleared of obstructions and accessible		
			3. Stored materials secured and limited in height to prevent collapse		
			4. Suitable Warning signs and tags utilized		
			5. A hazard assessment has been completed and the appropriate personal protective equipment has been identified for each specific job		
			Training		
			1. Safety training and inspections held for new employees on a regular basis		
			2. First Aid (and CPR) trained individuals available for medical emergencies		
			3. Personnel familiar with the hazards of chemicals and trade products and have read the applicable Material Safety Data Sheets (MSDSs)		
			4. All personnel familiar with documented emergency evacuation plan		
			5. Fire extinguisher familiarization provided		

Appendix D – MoES Health and Safety Plan

Workplace Inspection

Y	N	N A	Y=Satisfactory N=Needs Improvement NA=Not Applicable	Comments	Corrective Completion Date	Action
			6. Personnel are trained in the proper selection, use and maintenance of personal protective equipment.			
			Safe Lifting			
			1. Workers trained on and using safe lifting techniques a. Size up / test load b. Avoid heavy loads - split into small loads or ask for help c. Bend knees to take pressure off of back when lifting d. Consciously firm up abdominals when lifting e. Never twist while lifting or holding a load			
			Fire			
			1. Emergency exit signs identifiable and readily visible			
			2. Fire alarm pull stations and portable fire extinguishers visible and unobstructed			
			3. Stairway doors are not kept open (unless equipped with a self-closing device)			
			4. 18 inch vertical clearance maintained from all sprinkler heads			
			Earthquake			
			1. Bookcases, filing cabinets, shelves, racks, cages, storage cabinets, and similar items over four feet tall are all secure			
			2. Shelves have lips or other seismic restraints			
			3. Portable machines or equipment secured against movement (unless actually being moved) by chains, lockable castors, straps, or other means where appropriate			

Appendix D – MoES Health and Safety Plan

Workplace Inspection

Y	N	N A	Y=Satisfactory N=Needs Improvement NA=Not Applicable	Comments	Corrective Completion Date	Action
			4. Top-heavy equipment of apparatus bolted down or secured to withstand accelerations typically expected in an earthquake			
			5. Large and heavy objects stored on lower shelves or storage areas			
			6. Valuable equipment sensitive to shock damage, such as instruments, computers, and glassware are stored in latched cabinets or otherwise secured to prevent falling.			
			7. Storage areas uncluttered - providing clear evacuation routes in the event of an emergency			
			8. Cabinets and lockers containing hazardous materials equipped with positive latching or sliding doors.			
			Equipment			
			1. Electrical Equipment <ul style="list-style-type: none"> a. Clean and working properly b. Properly grounded c. Proper clearances kept from combustibles (paper, cardboard, or combustible liquids) d. Adequately ventilated e. Approved extension cords, extension cords with breakers, and multiple connectors used properly (e.g., not as fixed wiring) f. Frayed or damaged electric cords replaced 			
			2. Machinery <ul style="list-style-type: none"> a. Clean and working properly b. Proper clearances kept from combustibles c. Adequately ventilated d. Emergency stop mechanisms identified and in working order e. Mechanical safeguards in place and in working order 			

Appendix D – MoES Health and Safety Plan

Workplace Inspection

Y	N	N	A		Comments	Corrective Completion Date	Action
				Personal Protective Equipment			
				1. Employees provided with and trained in the proper use and selection of respiratory protection			
				2. Employees provided with and using hearing protection for noise hazardous equipment (noise level above 85 dBA)			
				3. Employees provided with and using safety goggles/face shields when needed			
				4. Employees provided with and using protective clothing (e.g., gloves, coats, aprons, coveralls)			
				5. Steel-toed safety shoes worn when required			
				Hazardous Materials			
				1. Do you have any hazardous materials in your work area?			
				2. If you have hazardous materials, are the MSDSs available?			
				3. If you have hazardous materials, have they been inventoried within the last year?			
				4. When transferring chemical materials from the original container to a secondary container are the secondary containers labeled with the proper name and hazard warnings, including target organs affected by an exposure?			
				5. Please list any hazardous materials (by name and quantity) missing from any chemical inventories for this work area.			

Appendix D – MoES Health and Safety Plan

Workplace Inspection

Y	N	N A	Y=Satisfactory N=Needs Improvement NA=Not Applicable	Comments	Corrective Action Completion Date

Appendix E – MoES Health and Safety Plan

What? This document outlines the EH&S training classes required (◆) or recommended (●) for all personnel working in a lab setting. Answer the questions below with your PI/supervisor to determine which tasks are part of your job. If your answer is yes to a question, the diamond or circle to the right represents a training class that supports that task.

Who? Principal Investigators (PIs), lab supervisors, research personnel, graduate students & undergraduate students in laboratories

Are you UW Faculty, staff, or student....		Complete this EH&S Training Requirement (See Key Below)																	
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Fire Ext.	working in a lab, unless written policy is to not use extinguisher and evacuate.	◆																	
	working with flammable, combustible, pyrophoric, or reactive materials.		●																
Elec.	working with electrical equipment or apparatus.			●															
Chemical Safety	using chemicals or working in wet lab?				◆					◆									
	working in fume hood?				●		●												
	working around compressed gases?				●			●											
	using a respirator?				◆					◆									
	in a laboratory supervisor role?			●	◆	◆	●	●			●								
	who may be required to administer first-aid as a duty of your work or working in a remote location?										◆								
	shipping or transporting hazardous materials?				◆							◆	◆	◆	◆				
Biosafety	working in a lab where biohazardous materials are present?				◆											◆			
	working with bloodborne pathogens?				◆											◆	◆		
Radiation	working in a lab with radioactive materials?				◆													◆	
	working in a lab with class 3b or 4 lasers?																		◆

Key	Requirements	Frequency
1	Fire Extinguisher Online	Annual
2	Fire Extinguisher Hands On	Initial
3	Electrical Safety, Basic Online	Initial
4	Online Managing Laboratory Chemicals	Initial
5	Laboratory Safety Standard Compliance	Initial
6	Online Fume Hood Training	Initial
7	Compressed Gas Safety	Initial
8	Globally Harmonized System / HazCom	Initial
9	Respiratory Training and Fit Testing	Annual
10	First Aid and CPR Certification	2 Years

Key	Requirements	Frequency
11	Shipping Hazardous Materials	2 Years
12	Online Shipping Biological Substance Category B	2 Years
13	Online Shipping Dry Ice with non-dangerous goods for Exempt Patient Specimens	2 Years
14	Online Shipping Dangerous Goods in Excepted Quantities	2 Years
15	Online Biosafety Training	3 Years
16	Online Bloodborne Pathogens for Researchers	Annual
17	Radiation Safety Training	Initial
18	Laser Safety	Initial

Appendix E – MoES Health and Safety Plan

EH&S Training Classes for Lab Staff

Use the chart below to select EH&S training classes and as a record of completion. Have your supervisor sign off below once all requirements have been completed. Maintain this document in your lab training records.

Lab staff name (printed): _____ Lab staff signature: _____

Supervisor Signature: _____ Date: _____

Please find the links to all of the EH&S courses at <http://www.ehs.washington.edu/psotrain/corsdesc.shtm>.

Key	Training Requirement	Necessary for your position		Date Completed
1	Fire Extinguisher Training Online - Initial	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2	Fire Extinguisher Training Hands-On	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3	Electrical Safety, Basic-Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4	Managing Lab Chemicals Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5	Laboratory Safety Standard Compliance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6	Fume Hood Training Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
7	Compressed Gas Safety	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8	Globally Harmonized System / HazCom	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9	Respirator Protection and Fit Testing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
10	First Aid & CPR Certification	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
11	Shipping Hazardous Materials	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
12	Shipping Biological Substance Category B Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
13	Shipping Dry Ice with non-dangerous goods or Exempt Patient Specimens Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
14	Shipping Dangerous Goods in Excepted Quantities Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
15	Biosafety Training Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
16	Bloodborne Pathogens for Researchers Online	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
17	Radiation Safety	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
18	Class 3b or 4 Laser Safety	Yes <input type="checkbox"/>	No <input type="checkbox"/>	