Laboratory Safety Committee

Laboratory Inspection Program

Purpose

Periodic laboratory inspections are an integral part of any laboratory safety program. Inspections are the most productive when a member of the lab is present to answer questions and provide input. A variety of topics are included in an inspection. For example, documentation, training, use of person protective equipment, and chemical safety, just to name a few.

Various regulations also require lab inspections on a regular basis to provide evidence of adherence to regulations. OSHA’s Laboratory Standard (29 CFR 1910.1450)

Policy

This program establishes NIU’s laboratory inspection procedure in accordance with all applicable state and federal regulations, best management practices, and university policies and procedures.

Procedure

1. Frequency

   All laboratories will be inspected annually. Additional or follow up inspections may be required based on the findings from previous inspections.

2. Inspection form

   The Laboratory Inspection Checklist is included in (Attachment A).

3. Inspection Procedure

   Scheduling of departmental inspections will be coordinated with the Department Chair and Chemical Hygiene Officer (CHO). Inspections will be conducted by a member(s) of the laboratory safety team. The laboratory inspection team may consist of the following: Laboratory Safety Manager, Laboratory Safety Officer, Department Chair, CHO, or members of the Chemical Safety Committee. The laboratory inspection team will coordinate the inspection with the Principal Investigator (PI) or a designee for the initial annual inspection. Follow up inspections for noncompliant labs or inspections to verify the use of personal protective equipment will be unannounced.
4. Documentation

The inspection will be conducted using the Laboratory Inspection Checklist (Attachment A). Comments and corrective action as well as photographic documentation will be included with the inspections form. The completed inspection documents will be electronically sent to the Department Chair, CHO and PI. All inspection documentation will be maintained in the Laboratory Safety Office.

5. Noncompliant Laboratories

a. Violations that present an immediate risk to the safety of the lab and occupants must be corrected during the inspection or the laboratory may be closed by the Laboratory Safety Office.

b. Violations of a less serious nature must be corrected within 30 days upon receipt of the inspection checklist. Noncompliant laboratories must respond to the Laboratory Safety Office detailing all corrective actions.

c. Follow up inspection may be conducted any time after 30 days to verify corrective actions. If the laboratory continues to not be in compliance the laboratory will be referred to NIU’s Laboratory Safety Committee for additional enforcement actions.