ANNUAL SAFETY CHECKLIST

DATE: _____ **CHECKED BY:**_____

Standard	Criteria	Observation
Gloves	Worn when handling body fluids or hazardous material, not worn when leaving lab or using phone or calculator	
Lab coats (if splashing or splattering is expected)	Worn all times in lab by personnel (if applicable), not worn when leaving lab or in rest room or lunchroom	
Eyewash stations Biohazard hoods	Functioning properly, conveniently located	
Spill kit	Appropriate and available for use	
Food and drink	None permitted in lab	
Safety glasses, goggles, work shields	Used when handling hazardous material or when there is a potential for splashing of body fluids	
Unauthorized personnel in lab	No children (unless patient) in lab, all patients registered at front desk	
Employee accidents	Reported immediately, get prompt medical attention, if needed, get blood drawn for baseline. Follow facility procedures for accidents/exposures.	
Safety in-service training	Sessions held for new employees. Mandatory annual attendance for all personnel with potential exposure.	
Hazardous chemicals and reagents	Stored & handled properly, SDS available	
Fire drills	Held annually	
Fire extinguishers	Properly located, inspection current	
Waste disposal	Proper containers used, disposal documented according to State law	

CLEANING UP A MERCURY SPILL

Items Needed to Clean Up a Small Mercury Spill:

1. Zip locking plastic bags (4 to 5 as needed)
2. Trash bags (2 to 6 mils thick)
3. Rubber, nitrile, or latex gloves
4. Paper towels
5. Cardboard or squeegee
6. Eyedropper
7. Duct tape or shaving cream, and small paint brush
8. Flashlight or small task light
9. Optional: Powdered sulfur
    - Do not worry if you don't have this available.
    - The sulfur binds to the mercury and makes clean-up easier. It is sometimes found in the gardening departments at hardware stores, near the fertilizer, or with garden pesticides and fungicides. Pharmacists may also have it.

Mercury Spill Clean Up Instructions

- Put on gloves.
- If there are any broken pieces of glass or sharp objects, pick them up with care. Place all broken objects on a paper towel. Fold the paper towel and place in a zip locking bag. Secure the bag and label it as directed by your local health or fire department.
- Locate visible mercury beads. Use a squeegee or cardboard to gather mercury beads into small mercury balls. Use slow sweeping motions to keep mercury from becoming uncontrollable. Take a flashlight, hold it at a low angle close to the floor in a darkened room and look for additional glistening beads of mercury that may be sticking to the surface or in small cracked areas of the surface.

Note: Mercury can move surprising distances on hard-flat surfaces, so be sure to inspect the entire room, including any cracks in the floor, when searching.

- Use the eyedropper to collect or draw up the mercury beads. Slowly and carefully squeeze mercury onto a damp paper towel. Alternatively, use two pieces of cardboard paper to roll the mercury beads onto the paper towel or into the bag. Place the paper towel in a zip locking bag and secure. Make sure to label the bag as directed by your local health or fire department.
- After you remove larger beads, put shaving cream on top of small paint brush and gently "dot" the affected area to pick up smaller hard-to-see beads. Alternatively, use sticky tape, such as duct tape, to pick up any remaining small glass fragments (peel the tape very slowly from

the floor to keep the mercury beads stuck to the tape). Place the paint brush or duct tape in a zip locking bag and secure. Make sure to label the bag as directed by your local health or fire department.

- OPTIONAL STEP: It is OPTIONAL to use commercially available powdered sulfur to absorb the beads that are too small to see. The sulfur does two things:
    - It makes the mercury easier to see since there may be a color change from yellow to brown; and
    - It binds the mercury so that it can be easily removed and suppresses the vapor of any missing mercury.

Where to get powdered sulfur? It is sometimes found in the gardening departments at hardware stores, near the fertilizer, or with garden pesticides and fungicides. Pharmacists may also have it.

Note: Powdered sulfur may stain fabrics a dark color. When using powdered sulfur, do not breathe in the powder as it can be moderately toxic. Additionally, users should read and understand product information before use.

- Place all materials used with the cleanup, including gloves, in a trash bag. Place all mercury beads and objects into the trash bag. Place the trash bag outside in a secured area and label it as directed by your local health or fire department.
- Contact your local health department, municipal waste authority, or your local fire department to find out how to conduct proper disposal in accordance with local, state and federal laws.
- After cleanup:
    - Remember to keep the area well-ventilated to the outside (i.e., windows open and fans in exterior windows running) for at least 24 hours after your successful cleanup. You may want to request the services of a contractor who has monitoring equipment to screen for mercury vapors. Consult your local environmental or health agency to inquire about contractors in your area.
    - Continue to keep pets and children out of cleanup area.
    - If sickness occurs, seek medical attention immediately. View information on health effects related to exposures to vapors from metallic mercury. For additional information on health effects, the Agency for Toxic Substances and Disease Registry (ATSDR) provides a Public Health Statement on Mercury that also presents information on health effects related to exposures to vapors from metallic mercury.

If you have further questions, then please call your local poison control center at

1 (800) 222-1222

OSHA Hazardous Chemical Labeling

GHS Pictograms

Oxidizers

Acute Toxicity

Corrosives

Flammables
Self Reactives
Pyrophorics
Self-Heating
Emits Flammable Gas
Organic Peroxides

Irritant
Dermal Sensitizer
Acute Toxicity (Harmful)
Narcotic Effects
Respiratory Tract Infection

Carcinogen
Resperitory Sensitizer
Reproductive Toxicity
Target Organ Toxicity
Mutagenicity
Aspiration Toxicity

Gases Under Pressure

Explosives
Self Reactives
Organic Peroxides

Environmental Toxicity

NOTE: Appendix C, Section C.2.3.1 of 29 CFR 1910.1200 states the following: Pictograms shall be used in the shape of a square, set at a point and shall include a black hazard symbol on a white background with a red frame sufficiently wide to be clearly visable. A square red frame set at a point without a hazard symbol is not a pictogram and is not permitted on the label.

MAKE YOUR OWN SPILL KIT

The following is acceptable for small quantity spills of "low" danger chemicals and potentially infectious body fluids. Keep in a handy place, accessible to all. If you have the potential for a mercury spill, you will need to purchase a special mercury spill kit. They are available from a variety of medical supply sources.

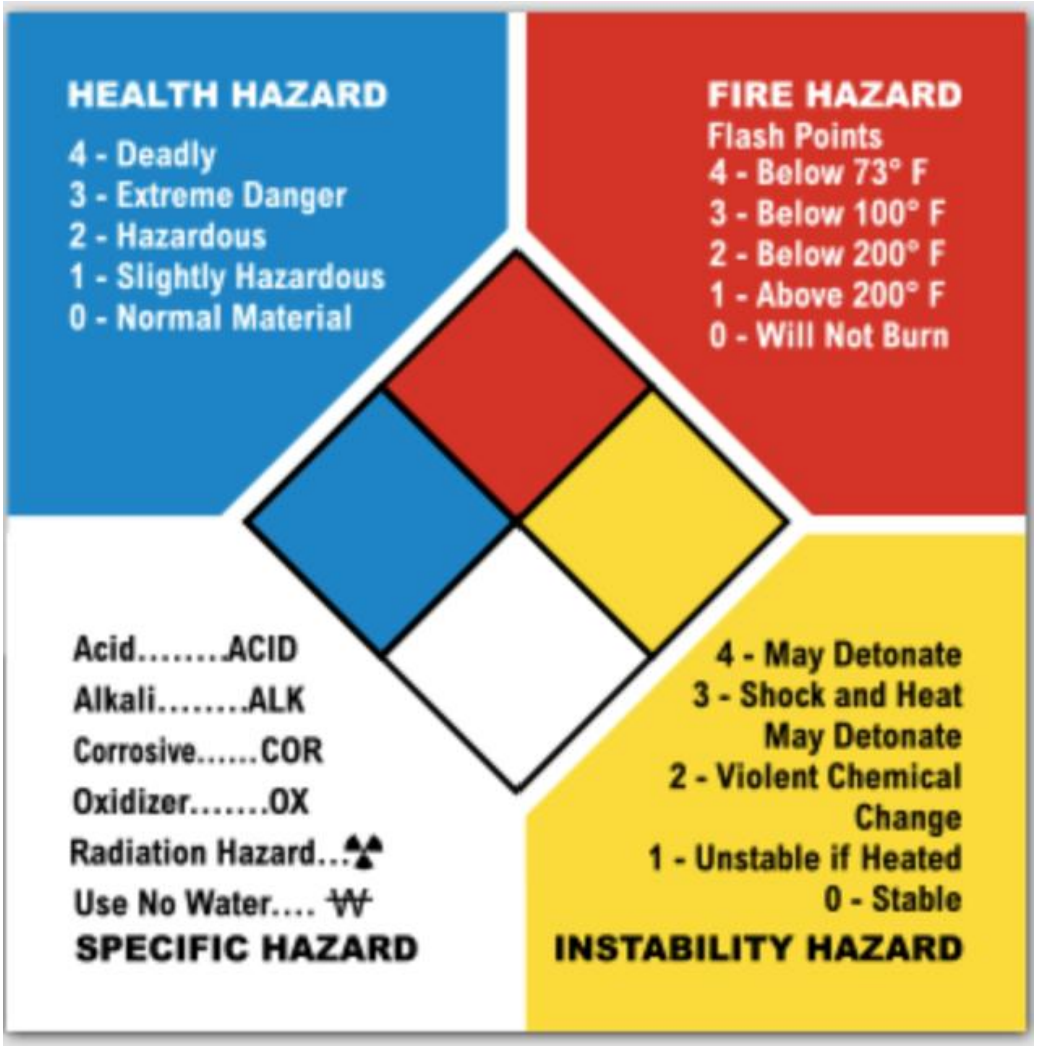
1. 1-Gallon zip lock food storage bag. Label with marker or stick on label - SPILL KIT
2. 1-pair of heavy duty kitchen gloves - kind you use to wash dishes
3. Small dust pan or sand shovel - available at most "dollar" stores. Throw out the brush.
4. Piece of cardboard from the back of a tablet. You will use this to scoop up any broken glass onto the dust pan.
5. Tongs to pick up broken glass.
6. Something to absorb up spill - a stack of paper towels and/or a sandwich bag full of kitty litter.
7. Disposable clothing cover (optional)
8. Hospital grade disinfectant to clean area (do not include in kit)

After cleaning up a spill - replace cardboard, paper towels, kitty litter. You can disinfect the gloves and dust pan and use again. If you have the potential for a large quantity spill, you may want to have a 10 lb. bag of kitty litter handy.

** If you have mercury in your laboratory or office you will need to purchase a special spill kit for a mercury clean up from a safety supply company! Available from Lab Safety Supply, Grainger, or MedLabSupplies.

**You have just saved almost $25.00 per kit compared to the commercially prepared kits available.

NATIONAL FIRE PROTECTION AGENCY (NFPA) RATING



SDS - CHEMICAL INVENTORY LOG USING NFPA LABELING SYSTEM

Facility of _____ Prepared by: _____ Date: _____

Dates Updated: _____ _____ _____ _____ _____ _____ _____

Product Name	Catalog # (optional)	Quantity Stored Monthly (optional)	Physical State (optional)	Hazard Class*				Manufacturer's Name	Comments
				H	F	R	P		

* **(H) Health**
0 Minimal
1 Slight
2 Moderate
3 Serious
4 Extreme

(F) Fire Hazard
0 Will not burn
1 Slight (if heated)
2 Moderate (combustible)
3 Serious
4 Extreme

(R) Reactivity
0 Minimal
1 Slight
2 Moderate
3 Serious
4 Extreme

(P) Protection
A Goggles
B Goggles/Gloves
C Goggles/Gloves/Apron
D Face Shield/Gloves/Apron
E Goggles/Gloves/Mask
F Goggles/Gloves/Apron/Mask
X Gloves

Use this log to document chemicals labeled with NFPA labels. Refer to the section on labeling for more detailed information on above codes.

OSHA® QuickFacts

Laboratory Safety
Labeling and Transfer of Chemicals

Permanent Container Labels

Employers must ensure that no worker uses, stores, or allows any other person to use or store any hazardous substance in a laboratory if the container (including bags, barrels, bottles, boxes, cans, cylinders, drums and reaction vessels) does not meet the following labeling requirements in OSHA's Hazard Communication standard [29 CFR 1910.1200(f)(1)]:

- The identity of the chemical and appropriate hazard warnings must be shown on the label.
- The hazard warning must provide users with an immediate understanding of the primary health and/or physical hazard(s) of the hazardous chemical through the use of words, pictures, symbols, or any combination of these elements.
- The name and address of the manufacturer, importer or other responsible party must be included on the label.
- The hazard label message must be legible, permanently displayed and written in English.

The identity of the chemical and appropriate hazard warnings must be shown on the label.

Portable (Secondary) Container Labels

Often, laboratory operations require transferring chemicals from the original labeled container into a secondary container (e.g., beaker, flask, or bottle). Portable containers must comply with the labeling requirements listed above if any of the following events occur:

- The material is not used within the work shift of the individual who makes the transfer.
- The worker who made the transfer leaves the work area.
- The container is moved to another work area and is no longer in the possession of the worker who filled the container.

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For assistance, contact us. We can help. It's confidential.

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Laboratory Safety

Labeling and Transfer of Chemicals

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- Labels on portable containers are not required if the worker who made the transfer uses all of the contents during the work shift.

When a secondary container is used for longer than one shift or does not meet the requirements outlined in the Permanent Container Labels section, above, a label needs to be applied to the secondary container. This label must contain two key pieces of information: the identity of the hazardous chemical(s) in the container (e.g., chemical name) and the hazards present. There are many ways to communicate this hazard information. Employers should select a system that will work for each location.

Replacement Container Label

The existing label on a container entering the workplace from a supplier must not be removed, altered or defaced. If a chemical container's original label must be replaced, the new label must contain the same information as the original. Only use labels, ink and markings that are not soluble in the liquid content of the container.

The existing label on a container entering the workplace from a supplier must not be removed, altered or defaced.

For assistance, contact us. We can help. It's confidential.

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