



LABORATORY SAFETY INSPECTION POLICY

Responsible Official: **Chief Operating Officer**

Responsible Office: **Environmental Health and Safety**

Policy Purpose

This policy specifies the East Tennessee State University (ETSU or University) Laboratory safety inspection process in compliance with state and federal regulatory requirements.

Policy Statement

The East Tennessee State University (ETSU) Office of Environmental Health & Safety (EHS) will inspect all ETSU Laboratories annually to identify and correct potential Laboratory safety or regulatory compliance issues. This policy applies to all ETSU research and teaching Laboratories and clinics.

I. Roles and Responsibilities.

- A. EHS will schedule and conduct all Laboratory safety inspections.
 1. EHS will inspect the department's Chemical Hygiene Plan (CHP) as well as each individual Laboratory's CHP.
 2. [The ETSU Chemical Hygiene Plan \(CHP\)](#) is available on the EHS website and can be used as a template.
 3. EHS will use the [Laboratory Safety Inspection Checklist](#) when conducting safety inspections, but may also reference any applicable code or regulatory requirement.
 4. Maintenance issues found during the inspection will be documented and entered into the ETSU Work Order System.
 5. EHS will provide compliance guidance to departments on applicable local, state, and federal regulations.

6. EHS will provide guidance on personal protective equipment (PPE), such as nitrile gloves, face masks, coveralls, goggles, etc.
 7. EHS will inspect Laboratory chemical fume hoods to ensure compliance with OSHA regulations.
 8. EHS will update Laboratory signage as needed.
 9. EHS will provide a final Laboratory Safety Inspection Report to the department's OSHA coordinator and department chair.
 10. EHS will provide guidance on how to correct any Laboratory deficiencies or regulatory violations.
 11. EHS will follow-up on any violations or deficiencies to verify corrective actions are taken.
- B. As part of the annual Laboratory safety inspection process, Laboratory personnel will conduct separate, periodic Laboratory safety inspections verifying compliance with the EHS [Laboratory Safety Inspection Checklist](#).
1. Laboratory personnel will undergo [Environmental Health and Safety Training](#), which will be subject to evaluation as part of the annual Laboratory safety inspection process.
 2. Laboratory personnel will correct any violations or deficiencies reported in the final Laboratory Safety Inspection Report.
 3. Laboratory personnel will comply with all related ETSU and EHS policies

Authority: T.C.A. § 49-8-203 et. Seq; [Permissible Exposure Limits](#) (29 CFR 1910.1000, Subpart Z), as established by the Occupational Safety and Health Administration (OSHA) and the [Tennessee Occupational Safety and Health Administration](#) (TOSHA).

Previous Policy: Facilities Management Laboratory Inspection Policy

Defined Terms

A defined term has a special meaning within the context of this policy.

LABORATORY

For the purpose of this policy, a Laboratory is a research and/or teaching facility or clinic that provides controlled conditions in which scientific or technological research, experiments, and measurement may be performed.

Policy History

Effective Date:

Initial: July 2017
Revision: March 2019
Revision: 12/12/23

Procedure

Laboratory Safety Inspection Procedure.

- A. EHS contacts the applicable department's OSHA Coordinator.
- B. EHS and the OSHA Coordinator schedule the annual Laboratory safety inspection, utilizing the [Laboratory Safety Inspection Checklist](#).
- C. EHS will notify department chairs and deans of the scheduled Laboratory inspection and the results.

Procedure History

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Related Form(s)

[Laboratory Safety Inspection Checklist](#)

Primary: Environmental Health and Safety

Secondary: Facilities Management