HAVERFORD COLLEGE

LABORATORY SAFETY INSPECTION POLICY

This document describes the steps required for laboratory safety inspections (including laboratories in the Arts, Biology, Chemistry, Physics and Psychology Departments).

1. Faculty and staff will carry out a laboratory safety self-audit at least once per year for the laboratory that they are responsible for. The timing of these self-audits should be ideally carried out before Hazardous waste disposal deadlines, which are typically in late June and mid-December.
2. A self-audit checklist is available on the Laboratory Safety Committee website and should be filled out and archived with both the Laboratory Safety Officer and the Laboratory Safety Committee Chair.
3. Any items marked “No” on the self-audit form should be rectified at the earliest convenience.
4. The College Safety Committee designates 1-2 members of this Committee (“Inspectors”) to carry out inspections of all laboratories subject to this policy, to be carried out at least once per year, preferably in the summer session, but may be carried out at other times at the discretion of the Inspectors. Typically, the Inspectors will be the College Safety Officer and the Manager of Science Laboratories and Materials, although other Committee members may serve in this capacity should they wish to do so.
5. Inspectors will provide a report to the responsible faculty and staff, indicating areas that need attention.
6. Responsible faculty and staff then must respond within 15 workdays of receipt of the Inspectors’ report, indicating that the appropriate changes have been made, or with a schedule indicating when such changes will be made. If necessary, the responsible faculty and staff should indicate other College Departments that may need to respond to any changes that need to be made (e.g., Facilities). The Laboratory Safety Committee will then ensure that said Departments are notified in a timely fashion.
7. Inspectors will follow up to assess compliance with addressing safety issues, and the responsible parties will be given an additional 15 workdays to resolve any remaining safety issues (30 workdays from the original Inspection date). At this point, the responsible parties will reach out to the Chair of the Safety Committee for further review to determine if the issue has been resolved.
8. After review by the Chair of the Safety Committee, any outstanding safety issues must then be resolved within a final 15 workday period (45 workdays from the original Inspection date). Any unresolved safety issues identified after this time will be brought to the attention of the Provost, who will have the discretion to limit access to the laboratory to everyone but the responsible party and any others designated to assist in mitigating the safety issues until the matters are resolved.

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