**OEHS Safety Audits**

The Chemical Hygiene Officer (CHO) conducts annual safety audits of laboratories containing chemical materials to offer guidance and information in maintaining safer laboratory facilities and regulatory compliance. The Chemical Hygiene Officer will identify safety issues that may affect personal safety, indoor air quality, building safety, and environmental degradation. One standardized form is used during the audit. The procedures the CHO will follow to notify faculty and staff of the audit results are:

1. When the laboratory meets and exceeds laboratory safety protocol a memo will be drafted to inform the responsible person that the area was inspected and all guidelines have been met or exceeded. When deficiencies are noted, a copy of the audit is sent to the person in charge of the laboratory. This serves as the notice of deficiency. It outlines the hazards found in the laboratory and requests the responsible person to remedy the hazard and or contact the auditor prior to her return. A follow-up audit is scheduled for one month after the first audit.
2. When deficiencies remain upon the completion of the first follow-up, a second notice of deficiency is drafted and sent to the person in charge of the laboratory. A memo referencing the notice of deficiency is sent to the department chairperson and the Laboratory Safety Committee Chairperson. A copy of this memo is sent to the person responsible for the laboratory. A second follow-up audit is scheduled for two weeks after the first follow-up.
3. Upon the completion of the second follow-up audit, any remaining safety hazards will result in a third notice of deficiency that is sent to the person in charge of the laboratory. A memo is drafted and sent to notify the appropriate dean. This memo is copied to the department chairperson, the Laboratory Safety Committee Chairperson, and the person in charge of the laboratory.

**Optional Self Audits**

Departments have the option and are encouraged to conduct internal audits of their laboratory facilities. OEHS self audit forms are available for this purpose. Alternatively, departmental audit forms can be developed. Departments choosing this option must have a departmental person designated as safety officer. The departmental procedures must be at least as stringent as the OEHS guidelines and copies of the audits must be remitted to the OEHS. Departmental audits are subject to review by the OEHS.

**Laboratory Safety Surveys**

How do you know if your laboratory is a safe place? One way to find out is to audit your laboratory for safety practices and facilities. This can be easily accomplished by using the Laboratory Safety Audits**.**

OEHS annually performs safety surveys of laboratories. Upon request, Safety can also review a specific area or practice or perform an overall survey of your building. OEHS audit process involves:

1. Discussing your concerns and safety issues
2. Touring your areas to assess the risks to health, property or the environment
3. Comparing your practices and facilities to current and accepted safety standards
4. Discussing solutions, including employee training, personal protective equipment, improved ventilation or further testing and evaluation. When appropriate, we will work with you to find funds to improve facilities