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| **Safety Supervisor/ Lab Manager/ Postdoctoral Fellow Biosafety Laboratory Competency Checklist**  |
| **Employee Name:** | **Date:** |
| **Employee Title:** | **Supervisor:** |
| **SECTION I. POTENTIAL HAZARDS** |
| **Biological Materials** |
|  | Yes | No | N/A |
| 1. Distinguish biohazardous from nonhazardous materials
 |[ ] [ ] [ ]
| 1. Explain the potential hazards associated with the biologic materials handled in the laboratory
 |[ ] [ ] [ ]
| 1. Ensure utilization of established hazard controls for biologic materials used in laboratory procedures
 |[ ] [ ] [ ]
| 1. Discuss hazards associated with various procedures
 |[ ] [ ] [ ]
| Comments: |
| **Research Animals** |
|  | Yes | No | N/A |
| 1. Identify inherent hazards associated with research animals
 |[ ] [ ] [ ]
| 1. Assess possible route of exposures to personnel in relation to the animal procedures used
 |[ ] [ ] [ ]
| 1. Implement control measures and work practices to mitigate risks associated with research animals
 |[ ] [ ] [ ]
| Comments: |
| **Chemical Materials** |
|  | Yes | No | N/A |
| 1. Ensure chemical inventory is complete
 |[ ] [ ] [ ]
| 1. Explain hazards associated with chemicals used in the laboratory procedures
 |[ ] [ ] [ ]
| 1. Implement control measures and work practices to be used when working with chemicals
 |[ ] [ ] [ ]
| Comments: |
| **Radiologic Materials** |
|  | Yes | No | N/A |
| 1. Ensure list of radiologic materials used in the laboratory is complete
 |[ ] [ ] [ ]
| 1. Explain hazards associated with use of radiologic materials
 |[ ] [ ] [ ]
| 1. Implement control measure and work practices to be used when working with radiologic materials
 |[ ] [ ] [ ]
| 1. Demonstrate proper operation and use of monitoring devices
 |[ ] [ ] [ ]
| Comments: |
| **Physical Environment** |
|  | Yes | No | N/A |
| 1. Explain physical hazards present in the laboratory
 |[ ] [ ] [ ]
| 1. Implement control measures and work practices to be used when working with physically hazardous materials
 |[ ] [ ] [ ]
| Comments: |
| **SECTION II. HAZARD CONTROLS** |
| **Personal Protective Equipment (PPE) (Primary Barriers)** |
|  | Yes | No | N/A |
| 1. Monitor availability of PPE for general laboratory entry
 |[ ] [ ] [ ]
| 1. Demonstrate use of specific PPE required for each laboratory procedure
 |[ ] [ ] [ ]
| 1. Implement respiratory protection program
 |[ ] [ ] [ ]
| 1. Implement correct use of PPE
 |[ ] [ ] [ ]
| 1. Implement assessment procedures for integrity and functionality of all PPE in use
 |[ ] [ ] [ ]
| 1. Implement appropriate reporting and response procedures to compromised PPE
 |[ ] [ ] [ ]
| Comments: |
| **Engineering Controls --- Equipment (Primary Barriers)** |
|  | Yes | No | N/A |
| 1. Monitor availability of laboratory equipment with engineering controls used to contain hazardous materials
 |[ ] [ ] [ ]
| 1. Demonstrate proper functioning of laboratory equipment with engineering controls
 |[ ] [ ] [ ]
| 1. Implement procedures required to report improperly functioning engineering controls to Senior level
 |[ ] [ ] [ ]
| 1. Monitor adherence to appropriate work practices by staff who are using laboratory equipment with engineering controls for safety
 |[ ] [ ] [ ]
| 1. Monitor adherence to procedures that verify hazard awareness notification, training, and lock-out procedures for primary engineering control maintenance staff or contractors
 |[ ] [ ] [ ]
| Comments: |
| **Engineering Controls --- Facility (Secondary Barriers) BSL-2 & BSL-3** |
|  | Yes | No | N/A |
| 1. Demonstrate knowledge of the laboratory facility engineering controls designed to prevent exposure or release of hazardous materials
 |[ ] [ ] [ ]
| 1. Coordinate response to any compromise in facility engineering controls
 |[ ] [ ] [ ]
| 1. Implement required reporting procedures when facility engineering controls are compromised
 |[ ] [ ] [ ]
| 1. Implement process for routine monitoring of facility and facility engineering control systems
 |[ ] [ ] [ ]
| 1. Describe laboratory facility's controlled access system
 |[ ] [ ] [ ]
| 1. Adhere to facility security rules
 |[ ] [ ] [ ]
| 1. Describe facility design differences between BSL-2 and BSL-3 laboratories
 |[ ] [ ] [ ]
| 1. Monitor adherence to procedures for cleaning of laboratory containment areas
 |[ ] [ ] [ ]
| Comments: |
| **Decontamination and Laboratory Waste Management** |
|  | Yes | No | N/A |
| 1. Implement laboratory waste segregation procedures for biologic, chemical, and radiologic materials
 |[ ] [ ] [ ]
| 1. Monitor adherence to laboratory waste management procedures for biologic materials
 |[ ] [ ] [ ]
| 1. Implement disinfection, decontamination, and sterilization methods
 |[ ] [ ] [ ]
| 1. Monitor compliance with procedures for hazardous chemical waste collection and disposal
 |[ ] [ ] [ ]
| 1. Monitor compliance with procedures for radioactive waste collection and disposal
 |[ ] [ ] [ ]
| 1. Monitor compliance with procedures for safely removing equipment and instruments from the laboratory
 |[ ] [ ] [ ]
| Comments: |
| **SECTION III. ADMINISTRATIVE CONTROLS** |
| **Hazard Communication and Signage** |
|  | Yes | No | N/A |
| 1. Implement safety signs, labels, and posted information
 |[ ] [ ] [ ]
| 1. Implement labeling of samples, containers, and cultures according to appropriate regulatory requirements
 |[ ] [ ] [ ]
| 1. Implement process to communicate sample-specific hazard information according to SOPs
 |[ ] [ ] [ ]
| 1. Implement communication processes for applicable regulatory requirements
 |[ ] [ ] [ ]
| 1. Explain signals and alarms
 |[ ] [ ] [ ]
| Comments: |
| **Guideline and Regulation Compliance** |
|  | Yes | No | N/A |
| 1. Implement current regulatory requirements and applicable guidelines
 |[ ] [ ] [ ]
| 1. Implement laboratory manuals and plans
 |[ ] [ ] [ ]
| 1. Describe applicable institutional committees
 |[ ] [ ] [ ]
| 1. Adhere to communication processes in compliance with regulatory requirements
 |[ ] [ ] [ ]
| Comments: |
| **Safety Program Management** |
|  | Yes | No | N/A |
| 1. Implement institution's safety and occupational health programs
 |[ ] [ ] [ ]
| 1. Monitor site-specific safety training program
 |[ ] [ ] [ ]
| 1. Implement routine monitoring process of equipment and facilities
 |[ ] [ ] [ ]
| 1. Investigate deviations from normal operations and procedures
 |[ ] [ ] [ ]
| 1. Implement quality assurance program
 |[ ] [ ] [ ]
| 1. Implement records management system
 |[ ] [ ] [ ]
| Comments: |
| **Occupational Health --- Medical Surveillance** |
|  | Yes | No | N/A |
| 1. Implement the medical surveillance plan
 |[ ] [ ] [ ]
| 1. Describe the benefits for monitoring personal health status changes
 |[ ] [ ] [ ]
| 1. Implement procedures for incident exposure reporting
 |[ ] [ ] [ ]
| 1. Describe signs and symptoms in humans following exposure to hazardous materials
 |[ ] [ ] [ ]
| Comments: |
| **Risk Management** |
|  | Yes | No | N/A |
| 1. Explain the differences in work practices between biosafety levels in regards to potential hazard
 |[ ] [ ] [ ]
| 1. Assess the ability to identify potential hazards associated with laboratory materials and procedures
 |[ ] [ ] [ ]
| 1. Demonstrate the ability to conduct a risk assessment on identified hazards
 |[ ] [ ] [ ]
| 1. Implement control measures identified in the risk assessment, including communication
 |[ ] [ ] [ ]
| 1. Assess effectiveness of control measures
 |[ ] [ ] [ ]
| Comments: |
| **SECTION IV. EMERGENCY PREPAREDNESS AND RESPONSE** |
| **Emergencies and Incident Response** |
|  | Yes | No | N/A |
| 1. Recognize emergencies and other incidents that should be reported
 |[ ] [ ] [ ]
| 1. Implement institutional plans and policies for reporting emergencies and other incidents
 |[ ] [ ] [ ]
| 1. Implement required response actions for emergencies and other incidents
 |[ ] [ ] [ ]
| Comments: |
| **Exposure Prevention and Hazard Mitigation** |
|  | Yes | No | N/A |
| 1. Implement laboratory's incident follow-up process
 |[ ] [ ] [ ]
| 1. Report effectiveness of response to senior level
 |[ ] [ ] [ ]
| Comments: |
| **Emergency Response Exercises and Drills** |
|  | Yes | No | N/A |
| 1. Conduct required emergency response training of laboratory personnel
 |[ ] [ ] [ ]
| 1. Implement drills and exercises for laboratory personnel
 |[ ] [ ] [ ]
| Comments: |