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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: | | | | |