

## Lab Orientation Checklist

Physically moving a lab to a new location can be stressful and delay research. It can also generate safety concerns. While getting research up and running in the new area quickly is a priority, make sure all lab workers take time to orient themselves to the new space. Don't assume everything will be exactly the same as in the last location. Take a minute to critically evaluate your new lab area. Do you know the locations of critical safety equipment and can you find it without looking around? Should any procedures be modified for the new space? Are additional lab communications needed? (ie Are procedures that used to be in separate rooms, now being conducted in the same space?) Below is an orientation checklist to help workers transitioning to a new lab. After reviewing this list, please ask yourself if there are any additional items you need to check that are specific to your lab



### Safety Equipment

- Location of the nearest fire extinguisher and pull stations
- Are available ABC extinguishers appropriate?
- Does lab work indicate a specialized extinguisher?
- Location of Spill Kits (as applicable)
- Location of antidote or first aid kits (as applicable)
- Confirm building equipment is in good condition (eyewash, proper shelving supports/clips in place)



### General Emergency Procedures

- Do you know Fire Exit routes and rally points?
- Do you know where to go in case of a tornado or shelter in place alert?
- Are lab signs correct and lab contacts up to date in IU Notify?
- Are Emergency Procedures Posted?
- Do you know the building contacts for an emergency? (ie Flood, broken pipe)
- Can you locate and access emergency shut off switches if applicable?
- Can everyone access Safety Data Sheets and the Chemical Hygiene Plan?



## Lab Specific Procedures, Concerns and Communications

- Are lab workers aware of operations new to their work area and additional precautions that may be needed?
  - PPE requirements: Do work changes impact PPE needs? (ie Are more hazardous operations now occurring next to low hazard operations?)
  - Would running some procedures concurrently create a risk in the new location (ie heat, sparks, cross-contamination)
  - Do existing emergency procedures need be altered for the new space?
  - Do any lab protocols need to be modified to account for changes in available equipment or the need to transports chemicals/samples?
  - Do designated areas need to be marked off (ie work with highly toxic compounds)?
  - Are chemicals stored properly? (Segregated by class, not on floor, not too high for corrosive liquids, flammables are in approved cabinets, gas cylinders are secured)
  - Did you amend your IBC, IACUC or Radiation Safety protocol?
  - Do you need a plan for power failures? (ie cold sample storage, UPS for sensitive equipment)
- Notebooks