



## Laboratory Audit Procedure

The OSHA/PESH Laboratory Safety Standard (29CFR1910.1450) requires the University to develop and implement a Chemical Hygiene Plan to protect laboratory employees from occupational hazards in laboratories. As required by the Binghamton University Chemical Hygiene Plan, laboratories are to be audited annually to ensure that safe work practices are being followed.

Laboratory audits are comprehensive in response to the increasing number of state and federal regulations. This procedure will evolve over time and is subject to change as regulations and the Chemical Hygiene Plan are revised.

The audit is used to assist responsible principal investigators (PI) in the identification and correction of potential health and safety hazards. Audits will be conducted randomly and unannounced, unless first scheduled with EH&S prior to the start of the semester. To schedule an appointment contact EH&S at 7-2211.

All laboratory audits are performed using a computer program (Labcliq). The program requires all PI's to create a username and password to access the program. After completion your audit will be emailed to you thus eliminating the use of paper audit forms and interoffice mail. All violations must be verified as corrected within the program.

All violations noted in the audit MUST be corrected, failure to correct documented safety violations can result in the responsible PI being held liable for **“willfully and knowingly”** allowing a documented safety violation to exist. Because of the seriousness of this liability, a process exists to ensure that all documented safety violations are corrected. The process has Four Stages, with ample time given to PI's to make corrections. Failure to correct safety violations and complete the audit within the given time period will result in the audit process moving to the next successive stage. It is fully anticipated the vast majority of all laboratories will complete the audit process within the first stage.

A two-week extension to correct violations can be granted if the request is received by EH&S (7-2211) prior to the due date. Only one (two) week extension will be granted per lab audit, per semester. In the case of an infrastructure or facilities related violation, submission of a work order to Physical Facilities will qualify as attempting to correct the violation.

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At any time during the audit process, the responsible faculty member or laboratory personnel may obtain assistance by contacting EH&S at 7-2211.

### **STAGE 1**

After completion of the initial audit, Labcliq will email the audit to the Principal Investigator, Building Administrator and the EHS Inspector. The PI will be given 10 days from the audit date (as noted on the audit) to correct violations and then verify the corrections in the program. Depending on the gravity of the violations, a follow up audit may occur. Failure to correct and verify all violations within 10 days will result in the process moving to stage 2.

### **STAGE 2**

If the safety violations have not been corrected and verified within 10 days, a reminder email will be sent to the PI. The PI will be given 5 days to correct and verify all violations and notify EH&S at (7-2211) of completion. A follow up audit may occur. Failure to meet these requirements will result in the process moving to stage 3.

### **STAGE 3**

If by this time all safety violations have not been corrected, the violations will be escalated to the 3<sup>rd</sup> tier. A second reminder with stricter verbiage will automatically be sent to the PI with copies to the Dept. Chair and Lab Safety Manager. The PI will have 5 days to correct and verify all noted violations. A follow up audit may occur. Failure to meet these requirements will result in the process moving to Stage 4.

### **STAGE 4**

The PI has now had 20 days to correct any noted violations. Due to the severity of failing to correct these safety violations, the Chemical Hygiene Officer may obtain permission to shut down the laboratory operations of the responsible PI. A follow up meeting will be scheduled with the PI, the Dean's office, and EH&S. Laboratory operations will remain shut down until ALL noted safety violations are corrected and verified within Labcliq.