

Yearly Safety Tasks



JANUARY

01

Safety Policy Review

Review and Update
Safety Manuals, SOPs,
and Emergency
Procedures



FEBRUARY

02

Chem. Inventory Audit

Expiration Dates, Labels,
Compatibilities, and
Amounts Relative to Max
Allowable Qualtitites



MARCH

03

Chem. Inventory Reconciliation

Ensure Digital Inventory
Has Correct Amounts and
Locations in the Lab

APRIL

04

Emergency Drills!

FIRE

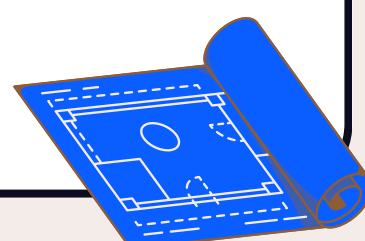


MAY

05

Ergonomics Assessment

Analyze Lab Layout and
Consider Equipment to
Help with Repetitive
Tasks



JUNE

06

C.H.P. Review

Everyone Reads and
Signs the Chemical
Hygiene Plan



JULY

07

Emergency Drills!

Large Chemical or
Large Biological Spill



AUGUST

08

Training and Certification Check



SEPTEMBER

09

Fridge/Freezer Defrost and Cleanout



OCTOBER

10

Emergency Drills!

Major Injury:
(rad. exposure,
acid/thermal burns,
etc.)



NOVEMBER

11

Incident Analysis

Incidents and Near
Misses From the Past
Year. Identify Trends and
Risks

DECEMBER

12

Annual Safety Reflection and Goal Setting for the Next Year

