

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 Quantities



APRIL

04

Emergency Drills!

FIRE

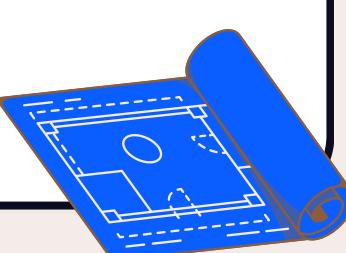


MAY

05

Ergonomics Assessment

Analyze Lab Layout and Consider Equipment to Help with Repetitive Tasks



JULY

07

Emergency Drills!

Large Chemical or Large Biological Spill



AUGUST

08

Training and Certification Check



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

MARCH

03

Chem. Inventory Reconciliation

Ensure Digital Inventory Has Correct Amounts and Locations in the Lab

JUNE

06

C.H.P. Review

Everyone Reads and Signs the Chemical Hygiene Plan



SEPTEMBER

09

Fridge/Freezer Defrost and Cleanout



DECEMBER

12

Annual Safety Reflection and Goal Setting for the Next Year

