

CHEMICAL HYGIENE OFFICER CHECKLIST

A Chemical Hygiene Officer (CHO) is an individual designated by an employer to provide technical guidance on chemical safety within a laboratory setting. This person is crucial for implementing and maintaining the laboratory's Chemical Hygiene Plan (CHP), ensuring the safety of laboratory personnel from hazardous chemicals. The key responsibilities of the lab's CHO are:

- ☐ Developing and implementing the lab's Chemical Hygiene Plan which includes:
 - ☐ Reviewing the chemicals ordered and utilized in the lab to determine the potential hazard of the reagent and the ability of the facility to allow safe handling.
 - ☐ Developing documented Standard Operating Procedures for operations using hazardous equipment or hazardous materials
 - ☐ Reviewing and revising the plan on an annual basis
 - ☐ Ensuring the laboratory's chemical inventory is current and updated on an annual basis
- ☐ Conducting laboratory safety training, ensuring personnel understand the specific hazards of chemicals they work with and how to handle them safely prior to beginning work, including:
 - ☐ What PPE is required for procedures and how to properly don and doff.
 - ☐ Proper use of engineering control equipment (e.g., chemical fume hood, glove box) and how to tell if it is performing to standards before beginning work.
 - ☐ Proper use of potentially hazardous lab equipment like autoclaves, centrifuges, and compressed gases
 - ☐ Proper procedure in the event of spill, accident, or fire in the lab
 - ☐ Review of any symptoms of exposure to hazardous chemicals, permissible exposure limits (PEL) and any other recognized guideline or safety data sheet and any specific procedures to protect from exposure.
 - ☐ Documentation of personnel training is maintained in the lab's specific CHP.
- ☐ Conducting Hazard assessments and implementing control of hazards. This includes maintaining documentation of the hazards maintained within the lab and PPE assessments for their use in the lab's specific CHP.
- ☐ Incident reporting and follow-up for injured personnel.
- ☐ Ensuring the lab complies with federal, state, local and university requirements (i.e., OSHA Lab Standard, University of Kentucky Administrative Regulations 6.9, University of Kentucky Institutional Chemical Hygiene Plan, EPA/TSCA/RCRA).

☐ Identifying defective environmental conditions and take steps to address the issue.

Conducting periodic inspections of the laboratory, safety equipment and chemical storage to ensure all is in good order.

☐ Coordinating with other departments such as UK Physical Plant, facility manager(s), housekeeping when needed to address safety issues.

☐ Ensuring proper signage and labeling, including secondary container labeling, and labeling of any substances produced in the laboratory or that are a byproduct of lab activities.

☐ Serving as a point of contact for the lab for safety-related issues and for representatives of UK Environmental Health and Safety.