STANDARD OPERATING PROCEDURE TEMPLATE · LABORATORY SAFETY (OSHA)

Fire and Electrical Safety

Governing requirement: OSHA 29 CFR 1910.38-39 and Subpart S

Applies to: ☑ Waived ☑ Moderate complexity ☑ High complexity

Laboratory name		**CLIA number**	
Document number		**Version**	
Effective date		**Next review due**	
Author		**Department / section**	
Approved by (laboratory director)		**Director signature**	
Approval date		**Supersedes document**	

Important: Template only. Before use, this document must be reviewed, adapted to your laboratory's instruments, test systems and the manufacturer's instructions, and approved, signed and dated by the laboratory director. Check current federal, state and accreditation requirements. Not legal advice. Sound Lab Consultants is not affiliated with or endorsed by CMS, CDC, FDA, OSHA, CAP, COLA, The Joint Commission, CLSI or any manufacturer.

1. Purpose

To prevent fires and electrical hazards and respond safely.

2. Scope

All laboratory areas.

3. Responsibility

- Laboratory director / safety officer: implements and updates this plan at least annually.
- Supervisor: provides training, ensures equipment and PPE are available and investigates incidents.
- All employees: follow the plan, use PPE and report exposures, spills and hazards immediately.

4. Definitions

RACE: Rescue, Alarm, Contain, Extinguish/Evacuate.

PASS: Pull, Aim, Squeeze, Sweep.

5. Materials, equipment and records

- Fire extinguishers **[Locations]**

Locations

- Evacuation maps

6. Procedure

1. Know evacuation routes and assembly point **[Assembly point]**.

Assembly point

2. Follow RACE and PASS.

3. Inspect extinguishers monthly; annual service.

4. Keep exits clear; store flammables in approved cabinets.

5. Inspect cords and plugs; no daisy-chained extensions.

6. Check grounding/leakage of new equipment.

7. Hold drills **[Frequency]**.

Frequency	

7. Quality control

• Inspect safety equipment and supplies on the schedule in this plan and record results.

• Review incidents and near misses at least quarterly.

8. Interpretation, reporting and documentation

• Record the activity, date, result and initials on the form or log, and have the supervisor review records **[Review frequency]**.

Review frequency	

• Keep records per the record retention SOP (at least 2 years under 42 CFR 493.1105 unless a longer period applies).

9. Limitations and cautions

• This is a generic template. Adapt it to your instruments, test systems, manufacturer instructions, state law and accreditation standards before use.

10. References

• OSHA, 29 CFR 1910.38 Emergency action plans
https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.38

• OSHA, 29 CFR 1910.39 Fire prevention plans
https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.39

• OSHA, 29 CFR 1910 Subpart S: Electrical
https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910SubpartS

11. Lab-specific notes

Notes and local requirements	

12. Revision history

Version	Date	Description of change	Author	Approved by

13. Annual review log

Procedures and changes must be approved, signed and dated by the current laboratory director before use (42 CFR 493.1251(d)).

Review date	Reviewed by	Signature	Changes needed (Y/N)	Comments

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