**Binder outline**

Illness and Injury Prevention Plan (IIPP)

 Job Safety Analysis (JSA)

Emergency Action Plan (EAP)

 Emergency procedures with contact information

Evacuation maps

Training records (3 years)

 Online training certificates (if not found online)

Initial site specific training for all personnel

 Annual update on :

IIPP

 EAP

 Chemical Hygiene Plan (CHP, online lab safety manual)

 Hazardous spill response

 Hazardous waste management

Standard Operating Procedures (SOP)

 Classes of hazards, i.e. Flammable, Corrosive, Toxics, Compressed Gasses

 Carcinogens – individual chemical

Self Inspections

CHP

Chemical Inventory (CIS)

**Optional**

Hazard Report Forms

Controlled Substances

Lab Specific Plan

Safety Nets

Personal Protective Equipment (PPE-LHAT)

Safety Data Sheets (SDS)

CUPA Inspection Information

Fire Inspection Information

**Additional Binders**

Radiation Use Authorization (RUA)

Biological Use Authorization (BUA)

Human Subjects Institutional Review Board (IRB)