

Laboratory Duties and Responsibilities

The PI/Laboratory Supervisor has responsibility for the health and safety of all laboratory personnel working in their laboratory. The PI/Laboratory Supervisor may delegate the safety duties for which they are responsible, but must ensure delegated safety duties are adequately performed. Specific responsibilities of laboratory personnel include:

Principal Investigator/Laboratory Supervisor

1. Knowing all applicable health and safety rules and regulations, training and reporting requirements and standard operating procedures associated with laboratory safety;
2. Identifying hazardous conditions or operations in the lab, determining safe procedures and controls, and implementing and enforcing standard safety procedures;
3. Establishing standard safety operating procedures (general and protocol specific) and performing literature searches relevant to health and safety that is appropriate for the work;
4. Providing prior-approval for the use of hazardous materials in the PI/Laboratory Supervisor's laboratory;
5. Consulting on use of higher risk materials, such as use of particularly hazardous chemicals, select agents or radioactive materials or conducting higher risk experimental procedures so that special safety precautions may be taken;
6. Maintaining an updated chemical and hazardous material inventory for the laboratory;
7. Ensuring laboratory personnel under his/her supervision have access to and are familiar with the appropriate Laboratory Safety Manual(s);
8. Training all laboratory personnel he/she supervises to work safely with hazardous materials and maintain written records of laboratory specific training in the appropriate Laboratory Safety Manual(s). Electronic records are also encouraged. Training must include informing laboratory personnel of the location and availability of Hazard Information;
9. Promptly notifying EH&S and/or Facilities Management should he/she become aware that work place engineering controls (e.g., fume hoods) and safety equipment (e.g., emergency showers/eyewashes, fire extinguishers, etc.) become nonoperational;
10. Ensuring the provision and maintaining in functional working order all appropriate personal protective equipment (PPE) (e.g., lab coats, gloves, eye protection, etc.);
11. Conducting periodic self inspections of laboratory and maintaining records of inspections, as required;
12. Prompt reporting of laboratory accidents and injuries to Risk Management and EH&S. Serious injuries MUST be reported to EH&S within 8 hours of the incident;
13. Provide funding for medical surveillance and/or medical consultation/examination for laboratory personnel, as required;
14. Informing facilities personnel, other non-laboratory personnel and any outside contractors of potential lab-related hazards.
15. Identified potential hazards should be minimized to provide a safe environment for repairs and renovations.

Laboratory Personnel

1. Reviewing and following relevant laboratory safety manual(s) (e.g., Radiation Safety, Biosafety, etc);
2. Following oral and written laboratory safety rules, regulations, and standard operating procedures required for the tasks assigned;
3. Keeping the work areas safe and uncluttered;
4. Reviewing and understanding the hazards of materials and processes in their laboratory research prior to conducting work;
5. Utilizing appropriate measures to control identified hazards, including consistent and proper use of engineering controls, personal protective equipment, and administrative controls;
6. Understanding the capabilities and limitations of PPE issued to them;
7. Gaining prior approval from the PI/Laboratory Supervisor for the use of restricted chemicals and other materials;
8. Consulting with PI/Laboratory Supervisors before using highly hazardous materials or conducting certain higher risk experimental procedures;
9. Promptly reporting accidents and unsafe conditions to the PI/Laboratory Supervisor;
10. Completing all required health, safety and environmental training and providing written documentation to their supervisor;
11. Participating in the medical surveillance program, when required;
12. Informing the PI/ Laboratory Supervisor of any work modifications ordered by a physician as a result of medical surveillance, occupational injury or exposure;
13. Laboratory personnel working autonomously or performing independent research are also responsible for:
 - a. Reviewing the plan or scope of work for their proposed research with the PI/Laboratory Supervisor;
 - b. Notifying in writing and consulting with the PI/Laboratory Supervisor, in advance, if they intend to deviate from their scope or scale of work;
 - c. Preparing SOPs and performing literature searches relevant to safety and health that are appropriate for their work;
 - d. Providing appropriate oversight, training and safety information to laboratory personnel they supervise or direct.

