

Appendix

A

Responsibilities

I. RESPONSIBILITIES

A. **PI (Principal Investigator)/Laboratory Supervisor**

Your Supervisor or Principal Investigator has the responsibility to inform you of any hazards in your lab and to provide appropriate safety training for your work unit. This is accomplished in most cases by designating a Safety on Site Representative (SR) to help you complete required training. The PI or SR can direct you to established UC Irvine EH&S safety classes for specific types of training depending on the hazards in your laboratory. The PI or SR must also provide supplemental training specific to your lab, called work unit specific training. Safety issues should be discussed with your supervising professor, laboratory supervisor, or SR prior to each new experiment or activity.

B. **Safety On Site Representative (SOS Rep or SR)**

The Principal Investigator/Laboratory Supervisor in many cases designates a person to perform the role of Safety On Site Representative. The SR has four main duties:

1. Ensure that all employees in the work unit have taken the Safety Training Self-Assessment in TED. Check employee transcripts for EH&S class completion.
2. Complete a work unit specific [Hazard Assessment and Corrections](#) tool at a minimum of every 3 years, or whenever the work environment changes significantly. Ensure that identified hazards are addressed in a timely manner.
3. Develop [Standard Operating Procedures \(SOP\)](#) as necessary.
4. Coordinate [work unit specific training](#) for all workers in your work unit at a minimum of every three years, for new workers or whenever your work environment changes significantly.

For a complete listing of SR activities and the SOS Program, visit <http://www.ehs.uci.edu/programs/iipp/hsprog.html#sr>.

C. **UC Irvine EH&S**

EH&S is responsible for ensuring that the campus is a safe environment for faculty, staff, students and visitors. EH&S staff also provides both technical advice/assistance and direct services to campus departments.

1. *Consultation:* EH&S staff investigates, monitors and assesses hazardous conditions to prevent, control, eliminate, or minimize injuries and illnesses that may arise in the University environment.
2. *Emergency Response:* During hazardous incidents, such as chemical spills or fires, the EH&S team provides technical support and works closely with police, fire, and campus personnel.
3. *Information Access and Training:* EH&S provides educational materials and training programs on various health and safety issues. Emphasis is placed on training key instructors, supervisors, and managers who in turn train their own staff and/or students.

D. Laboratory Workers

By learning, developing and following safety procedures, using protective equipment and reporting and correcting hazardous conditions, UCI faculty, staff and students are responsible for ensuring that the campus is a safe environment for all.

1. *Staff*
 - a. Complete all EH&S required and recommended safety training based on your Safety Training Self-Assessment that can be taken through the [UC Irvine Training & Employee Development system \(TED\) - www.ted.uci.edu](http://www.ted.uci.edu).
 - b. Know who the designated **SOS Representative (SR)** is for your **work unit**.
 - c. Ask questions of your SR, supervisor or faculty when concerned about an unknown or hazardous situation or substance.
 - d. Participate in all **work unit specific training** recommended by your designated SR.
 - e. **Report all unsafe conditions**, practices or equipment to either your SR or to campus EH&S.
2. *Teaching Assistants (TA):*
 - a. *Communicating lab hazards*

TAs are responsible for informing the students of hazards with the materials and processes for each lab procedure. TAs must also be present in the lab at ALL times while the lab is in session.

b. *"Practice what you Preach"*

The TAs enthusiasm for, and commitment to working safely in the lab will set the tone for your students. Students will likely follow what the TA's do.

c. *Report health and safety problems*

Reporting any health and safety problems or concerns to the person in charge of the lab is also the TAs responsibility so that corrections can be made.

Safety Reminders for TAs

1. **Give some forethought before coming to the classroom** regarding the experiments, chemicals to be used, and equipments needed.
2. **Provide constant supervision of the students in you laboratory section.** Periodically go around the lab to watch the students are doing. **You must never leave the lab unsupervised.**
3. **Insist that every student wears safety goggles** and a lab apron or lab coat. Set a good example by always wearing your safety equipment.
3. Insist that students clean the lab area assigned to them before leaving for the day. **Your responsibility is to keep the lab clean and organized for the next class.** You must leave the lab as you found it.
4. **Allow only enrolled students to work in lab.** Visitors and friends are strictly forbidden.
5. **Eating, drinking and smoking are strictly forbidden in the laboratory.** Books, bags, and other non-essential materials are also not allowed in the laboratory.
6. **Know the locations and operating procedures for emergency showers, eyewashes, emergency phones, and emergency exit routes.** Always be prepared to handle an injured student and a minor spill.
7. Insist that all chemicals and "wastes" be poured into the appropriate containers. Remember- **Nothing goes in the sink!**
8. **Promptly report any hazardous conditions** to the Instructor or the Safety Coordinator.
9. At the end of each laboratory section, be sure to go through the lab closure checklist specific to your lab. **Inspect the lab carefully to be sure that it is safe to leave for the day.**

3. *Students:*

Students are responsible for following the requirements of the Injury and Illness Prevention Program through the following actions:

- a. Following the directions of TAs, supervisors, and faculty and working in a safe manner and asking questions of when concerned about an unknown or hazardous situation or substance.

- b. Report all unsafe conditions, practices or equipment either to their TA, supervisor, Principal Investigator, or to [EH&S](#).
- c. Keep informed about conditions that may impact their health and safety.
- d. Participate in training programs, as required.

E. **The Student Health Center (SHC)**

Student Health Center provides information, referrals and medical treatment for injuries and illnesses. Students should be referred to SHC for minor injuries. (See [Section 6: Emergencies](#) for additional guidance.)

II. **ENVIRONMENTAL HEALTH AND SAFETY OFFICE (EH&S) SERVICES**

A. **Campus Safety**

Provide consultation on building design, workspaces, lighting, air quality, electrical hazards, and the safe use of equipment and chemicals.

B. **Emergency Planning and Seismic Safety**

Review and develop emergency preparedness plans for response to occurrences such as earthquakes, fires and hazardous material spills.

C. **Environmental Sanitation**

Assure handling, preparation, and distribution of food is clean and wholesome. Maintain potable drinking water and uncontaminated swimming water. Assure proper sanitary conditions of University housing units. Request consultation in pest control and pesticide use.

D. **Fire Safety**

Review all new building plans and recommend proper fire suppression equipment for all buildings. Assure fire alarm systems are maintained and in operation. Instruct personnel on the safe storage and use of flammable liquids and materials. Train University personnel on the proper use of fire extinguishers and evacuation plans and inspection follow-up.

E. **Hazard Communication Program**

Make available [Material Safety Data Sheets \(MSDS\)](#) information on regulated hazardous substances. EH&S can also help interpret MSDS's when insufficient information is supplied and train key personnel.

F. **Hazardous Waste Management**

Pick up of all chemical and radioactive wastes for proper disposal. Train personnel handling waste on proper disposal practices. Manage miscellaneous special waste, such as refrigerators and batteries.

G. *Laboratory Safety*

Provide educational materials and consultation on safe laboratory procedures. Design, inspect, and survey all new or existing ventilation systems including fume hoods and other local exhaust systems. Provide training for teaching assistants, staff and researchers on various aspects of lab safety, biohazards, carcinogens and other chemicals. Inspect laboratory spaces and recommend improvements.

H. EH&S has developed the (*Laboratory Relocation Guidelines*) to assist researchers for the safe and proper transfer and/or disposal of hazardous materials when relocating a laboratory. Contact your School EH&S Coordinator for assistance.

I. *Personal Protective Equipment*

Advise personnel on safety equipment such as safety glasses, foot protection, respiratory protective equipment, gloves and other safety apparel or devices.

J. *Radiation Safety*

Provide consultation and training on the safe use of radioactive materials and radiation-producing devices. Assure compliance with radiation safety regulations and standards including inspections of all incoming and outgoing shipments and monitoring of all use of ionizing radiation sources.

K. *SOS Representative (SR) Coaching*

EH&S staff provide training to and work directly with SOS Representatives to ensure SR responsibilities are met.