Principal Investigators Research Safety Checklist

UC Irvine's Environmental Health & Safety (EH&S) wants to help you begin your research at UC Irvine quickly, effectively and in compliance with environmental and occupational safety requirements.

The primary EH&S contact for safety related questions or concerns will be the EH&S Coordinator for your school (http://www.ehs.uci.edu/coord.html). Consult with your EH&S Coordinator within 2 weeks of campus arrival for Principal Investigator (PI) Orientation and/or prior to initiation of laboratory or research activities.

PRINCIPAL INVESTIGATOR RESPONSIBILITIES:

The following list will satisfy the needs of the majority of Principal Investigators. Consult with your EH&S Coordinator for more information on requirements not included in this list.

1. You are responsible for the safety of your laboratory. The PI has the ultimate responsibility for the safe and compliant conduct of work in their laboratory (https://www.ehs.uci.edu/programs/labres/EH&S_SoS_Final.mp4).

2. Safety representative (SR): Identify a safety representative from your lab staff to assist in the safety and administrative tasks associated with laboratory safety compliance.

3. Laboratory hazard assessment tool (LHAT): Create/modify your laboratory LHAT to identify workplace hazards, add/remove laboratory workers, and select personal protective equipment (PPE) based on hazards (https://ehs.ucop.edu/lhat).

4. Training: All faculty and their lab workers must complete a Safety Training Self-Assessment (STSA) after logging into the UC Learning Center (http://www.uclc.uci.edu), to identify their personalized safety training requirements and to register for classes. Laboratory Safety Fundamentals is required for all PIs.

   Ensure that each worker has completed general and work unit specific training before they handle materials in the laboratory. This will include:

   - UCLC safety trainings based on STSA http://uclc.uci.edu/
   - New Worker Lab Site Safety Training Checklist (tab #4) https://www.ehs.uci.edu/programs/labres/LaboratorySiteSafetyOrientationChecklist.docx
   - Personal Protective Equipment (PPE) training via LHAT
   - Standard Operating Procedures for hazardous processes and highly hazardous materials in your work unit (tab #6)
   - Annual laboratory-specific trainings including sharing “Safety Moments” during routine laboratory meetings (tab #4)

5. Personal Protective Equipment: Ensure lab workers complete PPE training on LHAT and schedule an appointment to be fitted and provided with minimum PPE http://ucippe.ycb.me/ or ehs-ppe@uci.edu. Note: Lab coats may NOT be laundered at home.

6. Chemical Inventory: If you work with chemicals, get acquainted with the Laboratory Safety Manual & Chemical Hygiene Plan (CHP). Track inventory of your hazardous materials in CiBR-Trac or Chemicals, or CBIS system at least annually.
7. **Standard Operating Procedures (SOP):** All hazardous materials and processes require written Standard Operating Procedures. Review each procedure with lab workers and ensure they have read, understood, and signed each applicable SOP.

8. **Research Protocols:** Review and follow the Basic Research Matrix Requirements to identify and complete the research applications that apply to your research.

9. **Hazardous Waste:** Learn how to manage your chemical, radiological and biological waste (http://www.ehs.uci.edu/programs/enviro/index.html).

10. **Laboratory Safety Inspections:** Familiarize yourself with the Laboratory Safety Survey Checklist (tab #3). EH&S Research Safety and Compliance staff will contact you to complete the survey within the first year of beginning research activities and at least every other year. All items requiring follow up must be corrected in a timely matter.
(http://www.ehs.uci.edu/programs/iipp/tools_v2/SOS_Hazard_Identification_Checklist_LABS.docx)

Use the Laboratory Safety binder provided by EH&S to maintain and track all work unit safety related items, including signed SOPs, training checklists and lab safety surveys. This binder will serve as your portion of the UC Irvine Injury & Illness Prevention Program titled Safety on Site (SOS).

11. **Emergency Management:** Know the emergency management plans for your building, including information on Evacuation Assembly Areas and how the Zone Crew functions.


Post the UCI Emergency Procedures flipchart (https://www.police.uci.edu/em/UCI_EmerProc.pdf) and the Medical Treatment flyer (https://www.ehs.uci.edu/MedEmergPoster.pdf) in your laboratory/technical areas. Make sure your employees and students are aware of these important emergency procedures.

This list is an attempt to make safety compliance easier for Principal Investigators / Supervisors at UC Irvine. Please contact your School EH&S Coordinator if you need help completing these items or have questions.

I have read and understand my responsibilities as the PI and will comply with all applicable campus policies and procedures.

<table>
<thead>
<tr>
<th>PI Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

v. Feb 2020