

# 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.

## PRINCIPAL INVESTIGATOR RESPONSIBILITIES

The following list will satisfy the needs for the majority of Principal Investigators. Consult with your EH&S Coordinator (<http://www.ehs.uci.edu/coord.html>) for help and for any questions you may have or for more information on requirements not included in this list.

1. **You are responsible for the safety of your laboratory.** You may delegate a “**Safety Representative**” from your lab staff to coordinate the administrative tasks associated with safety compliance.
2. **Training:** All faculty and their lab workers must complete a **Safety Training Self-Assessment** after logging into the UC Learning Center (<http://www.uclc.uci.edu>), to identify their personalized safety training requirements and to register for classes.

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

- [Lab Site Safety Training Checklist](#)
- [Personal Protective Equipment \(PPE\) training via the Laboratory Hazard Assessment Tool](#)
- [Standard Operating Procedures](#) for dangerous processes and highly hazardous materials in your work unit.
- Sharing “[Safety Moments](#)” during routine laboratory meetings

3. **Personal Protective Equipment:** Complete the [Laboratory Hazard Assessment Tool](#) for your lab, ensure lab workers complete training and schedule an appointment to be fitted and provided with minimum personal protective equipment via EH&S. Place a copy of the assessment into your Lab Safety binder. **Note: Lab coats may NOT be laundered at home.**
4. **Chemical Inventory:** If you work with chemicals, get acquainted with the [Chemical Hygiene Plan \(CHP\)](#). Keep a copy of the Chemical Hygiene Plan (hard copy or electronically book marked) in the laboratory). [The Chemical Hygiene Plan signature](#) page and overview should also be included in your Lab Safety binder.

Track inventory of your hazardous materials in [CiBR-Trac](#) at least annually.

Labs in the Department of Chemistry use the [CBIS system](#), which is routinely uploaded to CiBR-Trac.

5. **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.
6. **Research Protocols:** Review and follow the [Basic Research Matrix Requirements](#). Identify and complete the items that apply to your research.
7. **Hazardous Waste:** Learn how to manage your chemical, radiological and biological waste. <http://www.ehs.uci.edu/programs/enviro/index.html>

**8. Laboratory Safety Inspections:** Familiarize yourself with the Laboratory Safety Survey Checklist. Complete and submit your checklist to EH&S biennially. EH&S Research Safety and Compliance staff will complete the survey for you on alternate years. 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](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 hold 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 \(SOS\)](#).

**9. Emergency Management:** Know the [emergency management plans](#) for your building, including information on Evacuation Assembly Areas and how the Zone Crew functions.

**10. Injury/Incident Reporting Procedures:** Know how to **Report a Safety Concern**, and what to do during Hazardous Materials Incidents. Post the **UCI Emergency Procedures flipchart** (available from UC Irvine Police Department) and the [Injuries and Medical Treatment flyer](#) in your areas. Make your employees and students aware of these important emergency procedures.

This list is an attempt to make safety compliance easier for busy 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.**

PI Name
Date
Signature