SEAS LABORATORY SAFETY OFFICER ORIENTATION

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Each Principal Investigator plays a critical role in the implementation of the Chemical Hygiene Plan. The PI has primary responsibility for chemical hygiene and EH&S compliance in his or her laboratory.
Under the authority delegated by the Deans and Senior University Administration, the ESCO for each school or administrative unit is responsible for promoting and maintaining a safe, healthful and environmentally responsible workplace.
The EH&S Department anticipates environmental health and safety requirements and risks, and **develops mitigation strategies to minimize impacts to the University’s people, academic and research enterprise, infrastructure and operations.**

• Lab Safety Advisors (LSAs) serve as the EH&S Department’s primary points of contact for specific schools/departments/buildings
Delegated by PI to:

- Serve as liaison between safety committees/EH&S and lab
- Communicate with lab members and PI
- Get support from EH&S, ESCO and safety committees

“The Safety Committee, under authorization from the Dean of the School, acts in support of the Principal Investigators. Safety Officers work to develop safety procedures, educate research personnel, identify safety problems, and implement the safety program.”
Core Responsibilities

• Attend monthly SEAS Safety Committee meetings
• Assist in peer inspections and EH&S lab inspections
• Inspect hazardous chemical waste Satellite Accumulation Areas
• Assist in other tasks assigned by PI
• Communicate
Important Documents

• Contact Info- SEAS, EHS, SEAS Safety Officers
• SEAS/EHS Safety Tools- How Often Do I Update...? 
• Peer Review Lab Inspection Schedule 
• Peer Inspection Checklist 
• Laboratory Safety Orientation Checklist 
• Samples-PPE Assessment, ChemTracker door sign
Ensure door placard for lab room is up-to-date

- Instructions/FAQs & tools available on EH&S Tools or Lab Inventory Management & Door Placarding pages

- New safety officers should update contact information
Ensure PPE assessment for lab is up-to-date

- On EH&S Tools page, log into Lab PPE Assessment Tool
- PPE assessment should be signed by the PI and posted in lab
• Manage Lab Hazard Profile
  – Identify activities conducted by most lab members
• Maintain Lab Roster
  – Add new lab personnel to take the courses required by their training profile
  – Delete personnel who no longer work in lab

Note: Online General Lab Safety and Lab Biosafety courses replace classroom sessions. EH&S exploring format and audience for meet-and-greet sessions.
If assigned by PI, work with other experienced personnel in lab to conduct lab-specific safety orientation

- Currently **paper-based checklist**, with copies kept in the lab and academic department
- Will transition Fall 2013 to **online quiz** (LAB400)
  - Conduct tour and hands-on instruction
  - Direct new lab members to log into TMS to demonstrate the knowledge they gained
  - Encourage existing lab members to do the same, to eliminate the need to maintain paper records
  - Enables lab to be **audit-ready** with centrally-accessible records for regulators or internal auditors (e.g., Harvard Risk Management and Audit Services in Nov 2013)
Point researchers to safety information resources like MSDSs that help them evaluate hazards of materials
- Prior to using new materials
- For mixture and storage compatibility
- During emergency response

Researchers can access EH&S MSDS page and new ChemWatch database
- Search full database of >13 million vendor MSDSs for chemical and biological materials
- View >100,000 Gold MSDSs with consolidated safety information in about three dozen languages
- Print labels for temporary workplace containers (e.g., conical flasks, vials)
Emergency Response Guide

- Contact EH&S for more flipcharts if necessary
- Ensure Lab-Specific Information is up-to-date
- Templates for printing Emergency Contact labels available on EH&S and SEAS Safety websites
Medical Emergency

- Point lab members to the procedure noted in the Medical Emergency tab on the Emergency Response Guide
  - Additional resources on EH&S Accident Reporting & Investigation page
- Know that the PI, ESCO, and EH&S will work together to investigate and, if necessary, report accidents and injuries to:
  - Avoid future recurrences
  - Provide documentation for workers’ compensation matters
  - Maintain compliance with OSHA work-related injuries & illnesses regulations
Questions?