

Russ College of Engineering and Technology

Procedure for Oversight of Laboratory and Research Activities

Oversight responsibility for each laboratory or research space will be assigned to a Department, Center, or Institute. Oversight is defined as the organizational level which has the responsibility to review the specific safety plans and procedures for that research space. Any Department/Center/Institute assigned oversight responsibility will have a member on the Russ College Safety Committee. The specifics of overseeing research spaces are up to the Department/Center/Institute, within the framework presented below. This could be through a Department/Center/Institute Safety Committee, a Departmental Safety Officer, or through the Chair/Director's office. It is emphasized that this oversight carries the backing of the Dean, and has the power to stop any activity deemed unsafe. Specific responsibilities are clarified below.

The Department/Center/Institute may institute the safety oversight as they see fit, as long as the following general framework is applied.

- 1 Each undergraduate lab will have a written and approved Safety Plan in place. The Plan will contain at least the following information:
 - a a copy of the notification procedure.
 - b If the laboratory contains chemicals, a Chemical Hygiene Plan.
 - c A list of safety procedures specific to that laboratory. This information might be part of the Chemical Hygiene Plan.
 - d A listing of the training required of any lab workers. This might include a combination of EHS courses and in-house training.
 - e It is the responsibility of course instructors to ensure that students are trained properly for any lab work completed as part of a course.

- 2 Each research space will have a written and approved Safety Plans in place for each research project prior to any experimental work being done. These plans are project specific. A lab might have several Safety Plans. These plans would include the following sections as a minimum:
 - a A copy of the lab notification procedure.
 - b For laboratories containing chemicals, a Chemical Hygiene Plan. This must be updated to include necessary content for the proposed work.
 - c A listing of the training required by all lab workers. This might include a combination of EHS courses and in-house training.
 - d A Safety Evaluation Report (SER) that summarizes the project (½ page), a description of the potential hazards of the project, monitoring to be done and actions to be taken if accidents occur. This would include a copy of the Notification List posted in the lab. If a piece of equipment or procedure is used as part of multiple projects, Standard Operating Procedures (SOP's) could be developed and included in any relevant Safety Plans.

Any significant changes in a project will trigger an update of the Safety Plan requiring approval.

- 3 The Safety Plan will be submitted to the overseeing Department/Center/Institute. The plan will be reviewed, and the PI will be consulted as to whether all reasonable hazards have been considered and the necessary safety equipment is present. EHS or relevant members of the Russ College Safety Committee should be consulted if necessary.

- 4 The Safety Plan will be reviewed and approved through the overseeing Department/Center/Institute. While approval of each individual Safety Plans is not required by

the Dean's Office, Russ College Safety Committee, or EHS, it is understood that any of these groups have the authority to disapprove of the Plan. In the case where the PI and Safety Officer are one and the same, it is strongly encouraged that other people be brought in to review the plan. Review by three different individuals is suggested. The distribution would be as follows:

- Department Chair
- Department Safety Officer
- Center or Institute Director
- Dean's Office (through the Associate Dean for Research)
- Environmental Health and Safety
- Landlord (if the facility is off campus)

- 5 The Safety Plans will be posted in the lab, so that they are available for all interested persons to reference. It is suggested that this be the same location as the Chemical Hygiene Plan.

Statement of Responsibilities

Principal Investigator - The PI has the primary responsibility for all activities in the research space. He/she also is responsible for ensuring the Chemical Hygiene Plan and project-specific Safety Plans are kept up-to date.

Department / Center / Institute Safety Oversight - This organization will have the responsibility of reviewing the details of the individual safety plans. A periodic review of Safety Plans and research spaces should occur. Quarterly for lab space review, and annually for Safety Plans is suggested.

Russ College Safety Committee - This committee has the responsibility of developing the safety guidelines for the college. It has the responsibility of maintaining a list of research spaces and the Department/Center/Institute with oversight responsibility. It will also take the responsibility to ensure that safety plans are in place in all laboratories. Annual walk-through inspections will be made by a group of three members of the committee. The committee will also function as a resource that can be consulted by anyone, especially across research areas. They will also pass training information from EHS along to the affected departments. Periodic reports will be delivered to the Dean, identifying the current state of compliance of specific research spaces. An annual report is suggested.

(last update - 21 February 2005)