

Safety Responsibilities of Faculty & Lab Managers

- 1) Primary responsibility for safety within their own laboratory or work space rests with the individual **faculty member** or **lab manager**.

Every **faculty member** and **lab manager** shall:

- 2) Instruct new personnel, starting on day 1 of their employment, on good safety practice. This will include:

(i) Handling of hazardous materials (e.g. metabolic poisons, solvents and pressured gases) and appropriate protective clothing (e.g., gloves, goggles and lab coat)

(ii) Work-place labeling of solutions.

(iii) Directing new users of **ALL** departmental equipment first to **Mr. Craig Skinner** who will coordinate training and the safe operation of personally-owned equipment.

- 3) Maintain an inventory of chemicals.

- 4) Ensure that hazardous materials are stored in the appropriate place.

- 5) Ensure that NO food or drink is stored* or consumed inside of a laboratory. (* the sole exception is food required for experimentation)

- 6) Conduct regular checks of their own research area(s) and regularly monitor the practices of personnel.

- 7) Act promptly to concerns raised by those using their space and by the Safety Committee.

- 8) Report accidents / incidents [having the potential to cause injury] to the Head using the **Accident / Incident Report Form**, available in Gen. Office.