

## Laboratory Safety Coordinator: Guidance for Your Role

The Lab Safety Coordinator (LSC)<sup>1</sup> is a position within each research group that primarily acts as a liaison between EHS and the group to promote research safety. In addition, LSCs may also support the principal investigator with delegated safety duties and can assist in the safety management for their groups. This document serves as a guide for your potential tasks.

**First, it is important to recognize that your PI carries the ultimate responsibility for the safety of all laboratory members and for ensuring that laboratory personnel follow university policies and protocols.** Then to promote better safety practices within the research group, your PI can delegate a variety of tasks to you as the LSC or to other team members within your laboratory.

### Core Tasks

- Serve as the PI-delegated liaison between lab personnel and EHS in helping to communicate safety and regulatory information
- Work with EHS to coordinate and conduct periodic laboratory safety inspections by EHS
- Assist in resolving safety issues discovered during EHS safety inspections
- Participate in LSC training if offered by your EHS
- Update the Laboratory Hazard Assessment Tool (LHAT) or similar digital tools on a regular basis
- Maintain laboratory copies of safety manuals (biosafety, laser, and radiation)
- Maintain laboratory copies of safety plans (Chemical Hygiene Plan, Injury and Illness Prevention Plan, Emergency Response Plan)
- Maintain group laboratory safety documentation (Standard Operating Procedures, Safety Data Sheets, etc.)
- Maintain laboratory safety postings
- Maintain laboratory safety records, such as training records, inspection reports, required corrective actions, etc.

You have the authority to stop any work that can result in an unsafe situation or injury especially work that is **imminently dangerous to life or health (IDLH)**.

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<sup>1</sup> The LSC may also have a different name such as Lab Safety Contact, Officer, or Liaison.

## Potential Tasks Assigned by Your PI

- Serve as the delegate between the PI and the research group for safety communications
- Assist lab members with EHS lab inspection preparations
- Ensure that lab personnel receive all required safety training
- Ensure that lab personnel receive lab-specific training
- Coordinate hazardous laboratory waste removal
- Manage waste accumulation spaces
- Manage chemical storage spaces
- Manage chemical inventory
- Regularly inspect emergency equipment in the lab such as eye washes, safety showers, and fire extinguishers if applicable
- Maintain emergency response supplies like first aid and spill kits
- Maintain PPE supplies
- Communicate with the building manager on facilities issues related to safety
- Conduct safety onboarding of new group members
- Conduct safety offboarding of exiting group members
- Coordinate lab cleanings
- Act as an emergency contact for lab
- Manage lab members for lab inspection preparations
- Assist with reporting of incidents, injuries, and near misses

## Manage Your Assignment

You may have been assigned or might have volunteered to serve as an LSC. Here are some tips to help you manage your position:

- Seek support from your PI to clarify tasks and ask for help to delegate tasks if necessary
- Seek support from your PI if you have issues getting cooperation from lab members
- Seek support from EHS: ask for resources, training, etc
- Coordinate with LSCs from other labs: brainstorm, complain, etc
- If your Department has a student-led safety team, work with them on mock lab inspections, safety communications, etc
- Create materials about what you learned in your lab to pass on to the next LSC

Make sure to list your service in your resume