

## Principal Investigator General Responsibilities Related to EH&S

This checklist is designed to assist Principal Investigators and Lab Supervisors to understand their safety responsibilities and accountability in the laboratory. This checklist should be consulted or completed on a periodic basis to ensure that a strong safety culture is maintained over time.

<b>Administrative</b>			
Yes	No	N/A	
			Take responsibility for overseeing safety in your lab and enforce the rules
			Provide adequate supervision
			Enact any EHS policies that pertain to the activities in your lab
			Obtain all necessary institutional approvals for experiments when required (IBC, RSC, IACUC, etc. <sup>1</sup> )
			Report all emergencies/accidents/injuries/exposures/significant spills & releases
			Establish a policy for working after hours and working alone
			Inform all students, staff, visitors and collaborators of the laboratory rules
			Conduct regular self inspections to look for hazards and take corrective actions
			Provide and document all applicable training
<b>Chemical Hygiene Plan</b>			
Yes	No	N/A	
			Know and understand the contents of the Chemical Hygiene Plan (CHP)
			Implement the CHP in your laboratory
			Develop SOPs for the experiments in your lab
			Train lab staff/students on Standard Operating Procedures (SOPs) and CHP
<b>Personal Protective Equipment</b>			
Yes	No	N/A	
			Oversee selection of Personal Protective Equipment (PPE) and provide as necessary
			Establish and enforce a policy on when PPE must be worn in your lab
			Ensure all staff/students are trained on PPE
<b>Hazard Communication</b>			
Yes	No	N/A	
			Provide Material Safety Data Sheets (MSDS) for all chemicals stored/used
			Maintain inventory spreadsheet of chemicals stored/used
<b>Hazardous Materials</b>			
Yes	No	N/A	
			Ensure that the lab meets the requirements for radioactive materials and radiation producing machines
			Ensure the lab meets requirements for use of potentially hazardous biological materials and blood products
			Properly dispose of all hazardous materials and hazardous waste
			Ensure all requirements are met for hazardous materials to be shipped/transported
			Train staff/students in emergency and spill response
<b>Safety</b>			
Yes	No	N/A	
			Ensure physical hazards are adequately controlled (equipment guarding, shielding, laser controls, etc)
			Ensure that staff/students are informed of the location of safety equipment (including eyewash stations, safety showers, fire exits, etc.)
			Maintain all safety equipment
<b>Security</b>			
Yes	No	N/A	
			Maintain security of all classes of hazardous materials used in the lab
			Handle/store all "controlled substances" according to regulation

<sup>1</sup> IBC = Institutional Biosafety Committee, RSC = Radiation Safety Committee, IACUC = Institutional Animal Care and Use Committee