

# UW Laboratories Safety Responsibility Matrix

Levels	Actions
<b>INSTITUTIONAL (President, Chancellors &amp; Provost)</b>	<ul style="list-style-type: none"> <li>• Demonstrate safety as a <i>core value</i> to the institution; encourage public discussion, provide adequate resources, and develop effective policies (<a href="#">Executive Order 55</a> and <a href="#">Institutional Policies</a>).</li> <li>• Appoint a leadership team responsible for building a culture of safety.</li> <li>• Align rewards and recognition systems with efforts to promote safety.</li> </ul>
<b>COLLEGE / SCHOOL (Deans)</b>	<ul style="list-style-type: none"> <li>• Lead to promote a culture of safety in laboratories; emphasize training, PPE, and chemical safety.</li> <li>• Require review of safety <a href="#">policies, procedures, and guidelines</a> for laboratories.</li> <li>• Be informed of serious accidents/incidents and follow up to prevent recurrence.</li> <li>• Maintain awareness of teaching and research activities and the risks they present to the Institution.</li> <li>• Manage college resources considering safety oversight, facility improvement, and safety goals.</li> </ul>
<b>DEPARTMENTAL (Chairs &amp; Directors)</b>	<ul style="list-style-type: none"> <li>• Foster a positive culture of safety as criteria for faculty promotion, tenure, and salary.</li> <li>• Motivate responsible parties to improve safety and achieve institutional goals.</li> <li>• Appoint a safety officer to promote and ensure safety procedures department-wide.</li> <li>• Remind PI's to take <a href="#">safety training</a> and require <a href="#">use of PPE</a> prior to conducting work in a laboratory.</li> <li>• Promptly address issues identified in <a href="#">lab safety surveys</a>; <a href="#">review accident reports</a>, and assure preventative actions and <a href="#">SOP's</a> are in place.</li> </ul>
<b>PRINCIPAL INVESTIGATORS &amp; FACULTY</b>	<ul style="list-style-type: none"> <li>• Assume ultimate responsibility and set expectations for safety within their laboratory.</li> <li>• Facilitate open dialogue regarding safety standards (labs and field sites), develop clear <a href="#">written procedures</a> for lab operations, and oversee safety responsibilities delegated to personnel working in the laboratory.</li> <li>• Conduct a hazard analysis prior to conducting any experimental procedures; address issues regarding inadequate or compromised equipment in their laboratory.</li> <li>• Manage chemicals correctly in accordance with written procedures and best practices; maintain an orderly and well-managed laboratory to provide sufficient space for safe practices.</li> <li>• Ensure everyone in the lab receives <a href="#">proper safety training</a> and is provided with <a href="#">adequate PPE</a>; wear appropriate PPE for personal protection to model a culture of safety.</li> <li>• Report accidents/incidents/near misses in <a href="#">OARS</a>; discuss lessons learned with supervisor and co-workers.</li> </ul>
<b>RESEARCH STAFF; LABORATORY STAFF; VOLUNTEERS; INTERNS; UNDERGRADUATE, GRADUATE STUDENTS; &amp; POSTDOCTORAL SCHOLARS</b>	<ul style="list-style-type: none"> <li>• Be mindful of potential risks to their own safety and safety of others in the lab, classroom, and field.</li> <li>• Stop any experiment or activity that is potentially unsafe and notify your supervisor.</li> <li>• Notify your supervisor of potentially unsafe or faulty equipment or supplies.</li> <li>• Immediately report all accidents and incidents to your supervisor, <a href="#">OARS</a>, and discuss lessons learned.</li> <li>• Follow verbal and written <a href="#">lab safety rules</a>, <a href="#">wear PPE</a>, and follow <a href="#">written procedures</a>.</li> <li>• Complete all training requirements and classes; both required and recommended.</li> <li>• Conduct a hazard analysis prior to conducting any experimental procedure.</li> <li>• Include a hazard analysis and safety considerations in thesis, dissertation, and funding proposals.</li> </ul>
<b>ENVIRONMENTAL HEALTH &amp; SAFETY (EH&amp;S)</b>	<ul style="list-style-type: none"> <li>• Work collaboratively with research personnel to promote an open dialogue to enhance safety; provide essential online and classroom lab safety training.</li> <li>• Maintain the <a href="#">Lab Safety Manual</a> and tools (i.e.) selecting and <a href="#">utilizing PPE</a> that reflect best practices.</li> <li>• Maintain an effective <a href="#">chemical inventory database</a> with access to safety data, tools, and reports.</li> <li>• Test <a href="#">fume hoods</a> and <a href="#">biological safety cabinets</a> to ensure effective performance.</li> <li>• Provide fit testing for cartridge respirators and advice on <a href="#">PPE options</a>.</li> <li>• <a href="#">Collect hazardous waste</a> (in a timely manner).</li> <li>• Identify and evaluate hazards via a supportive <a href="#">lab safety survey program</a>.</li> <li>• Collect and report safety metrics to the research community, committees, and leadership.</li> <li>• Monitor and communicate <a href="#">regulatory and advisory changes</a> to the research community.</li> </ul>
<b>FACILITIES SERVICES</b>	<ul style="list-style-type: none"> <li>• Maintain building systems and perform custodial services to facilitate lab operations.</li> <li>• Test and service fire and life safety systems and equipment including: showers, eyewashes, fire extinguishers.</li> </ul>

\*Based in part on *A Guide to Implementing a Safety Culture in Our Universities* by APLU.

\*Acronyms: Personal Protective Equipment (PPE), Online Accident Reporting System (OARS), standard operating procedures (SOP).

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