UW LABORATORIES SAFETY RESPONSIBILITY MATRIX

LEVELS	ACTIONS
INSTITUTIONAL (President, Chancellors & Provost)	• Demonstrate safety as a *core value* to the institution; encourage public discussion, provide adequate resources, and develop effective policies (Executive Order 55 and Institutional Policies). • Appoint a leadership team that understands they are responsible for building a strong culture of safety. • Align rewards and recognition systems with efforts to promote safety.
COLLEGE / SCHOOL (Deans)	• Lead to promote a strong culture of safety in laboratories; emphasize training, PPE, and hazardous materials safety. • Require review of safety policies, procedures, and guidelines for laboratories. • Be informed of serious accidents/incidents and follow up to prevent recurrence. • Maintain awareness of teaching and research activities and the risks they present . • Manage college resources considering safety oversight, facility improvement, and safety goals.
DEPARTMENTAL (Chairs & Directors)	• Foster a strong culture of safety. • Motivate responsible parties to improve safety and achieve institutional goals. • Appoint a safety officer to promote and ensure safety procedures department-wide. • Support awareness of teaching and research activities and the risks they present . • Remind PIs to complete safety training and require use of PPE prior to conducting work in a laboratory. • Work to resolve safety findings from safety inspections; review accident reports, and assure preventative actions and SOPs are in place.
PRINCIPAL INVESTIGATORS, FACULTY; RESPONSIBLE PARTIES	• Assume ultimate responsibility and set expectations for safety within their laboratory. • Facilitate open dialogue regarding safety standards (labs and field sites), develop clear written procedures for lab operations, and oversee safety responsibilities delegated* to personnel working in the laboratory. • Conduct a hazard analysis prior to conducting new or modified procedures; address issues regarding inadequate or compromised equipment in their laboratory. • 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. • Ensure everyone in the lab receives proper safety training and is provided with adequate PPE; wear appropriate PPE for personal protection to model a culture of safety. • Report accidents/incidents/near misses in OARS; discuss lessons learned with supervisor and co-workers. Follow exposure or spill response procedures when applicable. ***Note:** Some PI/ RP safety responsibilities may be delegated to a Chemical Hygiene Officer (CHO), but CHOs are not considered responsible parties.

Document 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 Procedure (SOP).

PERSONNEL WORKING IN RESEARCH & TEACHING SETTINGS; (e.g., staff; volunteers; interns; undergraduate, graduate students; and postdoctoral scholars)	• Be mindful of potential risks to their own safety and safety of others in the lab, classroom, and field. • Stop any experiment or activity that is potentially unsafe and notify their supervisor. • Notify supervisor of potentially unsafe or faulty equipment or supplies. • Immediately report all accidents and incidents to their supervisor and OARS, and discuss lessons learned. Follow exposure or spill response procedures when applicable. • Follow verbal and written lab safety rules, wear PPE, and follow written procedures. • Complete all training requirements and required courses. • Conduct a hazard analysis prior to conducting any experimental procedure. • Include hazard analysis and safety considerations in thesis, dissertation, and funding proposals.
ENVIRONMENTAL HEALTH & SAFETY (EH&S)	• Oversee laboratory safety and be responsible for administering and implementing the University's research and teaching safety programs, policies, and procedures. • Provide online and in-person lab safety training. • Maintain safety manuals, including the Lab Safety Manual, and related tools. • Maintain chemical inventory database with access to safety data, tools and reports. • Test fume hoods and biological safety cabinets to ensure effective performance. • Provide oversight and guidance on PPE options. • Collect hazardous waste. • Identify and evaluate hazards via a supportive lab safety program. • Report safety metrics to the research community, committees, and leadership. • Communicate regulatory and advisory changes to the research community.
INSTITUTIONAL SAFETY COMMITTEES	• The Institutional Biosafety Committee reviews, approves and oversees research involving the use of recombinant or synthetic DNA/RNA and other biohazards. • The Institutional Chemical and Physical Safety Committee has specific oversight responsibilities for chemical and physical hazards in all research and teaching activities conducted in University owned and operated laboratories, and in field research. • The Radiation Safety Committee is responsible for the safe use of radiation producing devices and radioactive materials at all UW locations, including the UW Medical Center and Harborview Medical Center. • The University-Wide (U-Wide) Health and Safety Committee was established to connect the 10 organizational health and safety committees together and discuss health and safety concerns that relate to the whole University. • The Diving Control Board is an institutional committee assigned to oversee diving safety for the University. • The Infectious Waste Committee oversees the University's biohazardous waste procedures for compliance with regulations and policies related to handling, transport, decontamination, and disposal of such materials.
FACILITIES SERVICES	• Maintain building systems and perform custodial services to facilitate lab operations. • Test and service fire and life safety systems and equipment including: safety showers, eyewashes, fire extinguishers.