

UW LABORATORIES SAFETY RESPONSIBILITY MATRIX

Levels	Actions
INSTITUTIONAL (President, Chancellors & Provost)	<ul style="list-style-type: none"> • Demonstrate safety as a <i>core value</i> to the institution; encourage public discussion, provide adequate resources, and develop effective policies (Executive Order 55 and Institutional Policies). • Appoint a leadership team responsible for building a culture of safety. • Align rewards and recognition systems with efforts to promote safety.
COLLEGE / SCHOOL (Deans)	<ul style="list-style-type: none"> • Lead to promote a culture of safety in laboratories; emphasize training, PPE, and chemical 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 to the Institution. • Manage college resources considering safety oversight, facility improvement, and safety goals.
DEPARTMENTAL (Chairs & Directors)	<ul style="list-style-type: none"> • Foster a positive culture of safety as criteria for faculty promotion, tenure, and salary. • Motivate responsible parties to improve safety and achieve institutional goals. • Appoint a safety officer to promote and ensure safety procedures department-wide. • Remind PI's to take safety training and require use of PPE prior to conducting work in a laboratory. • Promptly address issues identified in lab safety surveys; review accident reports and assure preventative actions and SOP's are in place.
PRINCIPAL INVESTIGATORS & FACULTY	<ul style="list-style-type: none"> • 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 any experimental 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.
RESEARCH STAFF; LABORATORY STAFF; VOLUNTEERS; INTERNS; UNDERGRADUATE, GRADUATE STUDENTS; & POSTDOCTORAL SCHOLARS	<ul style="list-style-type: none"> • 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 your supervisor. • Notify your supervisor of potentially unsafe or faulty equipment or supplies. • Immediately report all accidents and incidents to your supervisor, OARS, and discuss lessons learned. • Follow verbal and written lab safety rules, wear PPE, and follow written procedures. • Complete all training requirements and classes; both required and recommended. • Conduct a hazard analysis prior to conducting any experimental procedure. • Include a hazard analysis and safety considerations in thesis, dissertation, and funding proposals.
ENVIRONMENTAL HEALTH & SAFETY (EH&S)	<ul style="list-style-type: none"> • Work collaboratively with research personnel to promote an open dialogue to enhance safety; provide essential online and classroom lab safety training. • Maintain the Lab Safety Manual and tools (i.e.) selecting and utilizing PPE that reflect best practices. • Maintain an effective chemical inventory database with access to safety data, tools, and reports. • Test fume hoods and biological safety cabinets to ensure effective performance. • Provide fit testing for cartridge respirators and advice on PPE options. • Collect hazardous waste (in a timely manner). • Identify and evaluate hazards via a supportive lab safety survey program. • Collect and report safety metrics to the research community, committees, and leadership. • Monitor and communicate regulatory and advisory changes to the research community.
FACILITIES SERVICES	<ul style="list-style-type: none"> • Maintain building systems and perform custodial services to facilitate lab operations. • Test and service fire and life safety systems and equipment including: showers, eyewashes, fire extinguishers.

*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).

Visit EH&S for more information: www.ehs.washington.edu/research-lab/laboratory-safety-initiative