Because you are the leader of the laboratory, you are ultimately responsible for the health and safety of all the people in it, including students, staff, visitors and yourself!

| Training | You must see that all persons who work in the laboratory, including yourself, receive EH&S Laboratory Safety and Hazardous Waste training.  
In addition, you must ensure that all applicable training required for a person’s work be taken. Depending on a worker’s tasks, this may include: Laser safety, Biosafety, Radiation safety, Bloodborne Pathogens, Hazardous Materials Shipping and/or Receiving, and many others. EH&S offers these classes.  
Additionally, you must ensure that all persons working in the laboratory receive LAB-SPECIFIC training in the particular and special hazards unique to your laboratory. This includes chemical and physical hazards, as well as those associated with specific pieces of equipment or processes. |
| --- | --- |
| Administrative | You must ensure that a CURRENT and UPDATED list of laboratory personnel in your spaces is present in the university’s BioRAFT system. This tool will help you track the training your personnel require, making the updating of new people entering and leaving easier.  
Additionally, the BioRAFT system requires that you identify the specific tasks being performed by the personnel in your laboratory. This is needed to properly link tasks being performed with mandatory training for that task. (For example, working with biological, chemical or radiological materials, working with lasers, radiation-producing devices, etc.) |
| Chemical Inventory | Annually, you must ensure that an ACCURATE chemical inventory for your areas is present in the university’s ChemTracker inventory system. EH&S inspectors will run spot tests to determine whether certain chemicals found in your area are present in your inventory. An accurate inventory is essential for compliance with the City of Pittsburgh’s building codes as well as for OSHA compliance. |
| Written Procedures | You must ensure that written procedures are in place for your hazardous processes. In particular, SOPs are mandatory when Particularly Hazardous Substances are being used. Also, written procedures are critical for new or updated processes, specialized equipment, and other hazardous operations. |

Our Mission:  
Environmental Health & Safety (EH&S) is committed to providing health and safety services that protect the University community and the environment.
### Personal Protective Equipment
- You must provide to all personnel the personal protective equipment (gloves, eyewear, etc.) required for use in the laboratory.
- You must ensure that the proper personal protective equipment is present and available for your lab personnel. EH&S will assist you in determining what is proper and acceptable, if you need assistance with this task.
- It is your responsibility to periodically check that all safety and protective equipment in your laboratory is working properly. This includes fume hoods, safety showers, eyewashes, fire extinguishers, etc. It is obviously not your place to repair these items yourself, only to ensure that the proper people are notified of the problems and that you expedite the needed repairs.

### Inspections
- You are responsible for responding promptly to inspection reports provided by EH&S and to correct the deficiencies identified. It is also recommended that each laboratory routinely perform safety and housekeeping inspections internally.

### Accidents and Injuries
- It is critical that all Principal Investigators understand the university’s process of reporting accidents and injuries. Specifically, this includes prompt completion of the Human Resources Workplace injury report form at: [http://www.cmu.edu/hr/benefits/benefit_programs/forms/WCforms.pdf](http://www.cmu.edu/hr/benefits/benefit_programs/forms/WCforms.pdf)
- Also, please note that there is a form available for reporting incidents NOT producing injuries or which can be considered “near misses.” This form is located at: [http://www.cmu.edu/ehs/chemical/forms.html](http://www.cmu.edu/ehs/chemical/forms.html). This form is helpful to EH&S in identifying patterns of incidents, and may be valuable in preventing more serious ones.

### Resources
- EH&S provides a free service to locate Material Safety Data Sheets; it is located at: [http://www.cmu.edu/ehs/msds/index.html](http://www.cmu.edu/ehs/msds/index.html)
- EH&S operates the BioRAFT system to assist us in the MANDATORY OSHA requirements of ensuring that people are properly trained in the tasks that they perform. The system is located on the EH&S web page (and we recommend that this be “bookmarked!”) [http://www.cmu.edu/ehs/bioraft/bioraft-compliance.html](http://www.cmu.edu/ehs/bioraft/bioraft-compliance.html)
- EH&S provides a sign for the outside of your laboratory, indicating the hazards present in the lab, for the purpose of alerting outside emergency responders of the hazards that may find in your lab. Ensure that the content of the sign is current; EH&S will post and update a new sign with any changes.
- EH&S provides guidance for the use of the ChemTracker chemical inventory system. Information on the system is found at: [http://www.cmu.edu/ehs/chemical/chemtracker.html](http://www.cmu.edu/ehs/chemical/chemtracker.html)
- EH&S provides a wide range of training classes, some in-person and some on-line. This information is located at: [http://www.cmu.edu/ehs/training/index.html](http://www.cmu.edu/ehs/training/index.html)
- EH&S can always be reached at 412-268-8182, for any assistance!