2017 Laboratory Safety Coordinator Safety Tasks & Goals

Q1

Q1 Goals
Think Safety for 5 min a day
Understand & begin completing annual compliance tasks:
1. Update and/or review
   —HPP – review document, update office inspection
   —LHAT – review, sign
   —CIS – review and certify inventory
   —CHP – review, sign attestation
   —Use Lab Book? Update roster
2. Lab Safety Training
3. Inspections – when’s yours?
   —Lab Safety
   —Biosafety, Rad, Lasers… etc.
4. Renewals – when is your lab due?
   —ARC protocol
   —BUA/IBP Protocol
   —Radiation Use License

Communication
—Departmental Safety Meeting
—Read monthly Safety Memos
—Report news and updates to lab

Q2

Q2 Goals
Encourage total lab compliance on retraining
—View lab members’ training status in LHAT
—Each person must take refreshers
—Each person should register in advance for classroom trainings
—Collect and maintain training certificates

Check and restock supplies
—Chemical Spill Kit
—First Aid Kit
—HF First Aid Kit (if applicable)
—Emergency Supplies

Communication
—1:1 with Dept Safety Coordinator (if applicable)
—Departmental Safety Meeting
—Read monthly Safety Memos
—Report news and updates to lab

Q3

Q3 Goals
Continued lab maintenance
—Review PPE selections for work
—Schedule self-inspection for the ½ year relative to your EH&S Inspection
—Update emergency contact info for all lab members
—Review onboarding processes for new lab members

Communication
—1:1 with Dept Safety Coordinator (if applicable)
—Departmental Safety Meeting
—Read monthly Safety Memos
—Report news and updates to lab

Q4

Q4 Goals
Tie up loose compliance ends
—Is everyone up to date on training?
—Medical Waste site access okay?
Review accident reporting procedures, Serious Injury Poster info, and biohazard exposure procedures
Practice evacuation route

Communication
—Departmental Safety Meeting
—Read monthly Safety Memos
—Report news and updates to lab