

# 2017 Laboratory Safety Coordinator Safety Tasks & Goals

## Q1

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### Q1 Goals

Think Safety for 5 min a day

Understand & begin completing annual compliance tasks:

#### 1. Update and/or review

—IIPP – 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/IBC Protocol](#)

—[Radiation Use License](#)

### Communication

—Departmental Safety Meeting

—Read monthly Safety Memos

—Report news and updates to lab

## Q2

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### 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

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### 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

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### 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