University of Colorado
Colorado Springs

Supervisor/PI Responsibilities

All UC employees that supervise hazardous materials or hazadous equipment users are not only responsible for taking the hazardous materials training annually, but they must provide on-the-job training (OJT) for hazardous materials users that they supervise within the first six months of hire of that users employment..

Among the many roles Principal Investigators (PIs) and Lab Managers play at UCCS is the role of supervisor of laboratory personnel.

Supervisors/PIs must provide OJT and explain to their laboratory personnel about:

- Training requirements expected of each employee.
- General safety procedures such as:
    - what type of PPE to use (e.g., proper gloves for the products they will use),
    - any restricted activities (e.g., no food or drink in the labs),
    - safe practices specific to the activities being performed and applicable safety protocol (e.g., review processes and applicable safety measures and precautions),
    - location of emergency features and response equipment such as spill kits, emergency drench showers/eye washes, emergency exits and **evacuation routes***.
    - what to do in the event of an emergency (fire, spill, etc.) and how to report emergencies and accidents/injuries.
- Location of spill kit/response materials and how to respond to specific chemical spills associated with their work. Provide guidance on what type of spill would require evacuation of the area and/or building.
- Security issues associated with the proper handling of hazardous, bio/infectious, and/or radioactive materials.
- General knowledge of chemical inventories, hazards posting, requirements for proper transport of chemicals across campus, and medical surveillance program availability.
- Sink disposal regulations, labeling and management of chemical waste containers, general reporting requirements, and many other safety issues.

The OJT must be **documented** by the supervisor/PI. A sample form, the On-The-Job Training Form, is located on the EHS Website.

* The supervisor must ensure that the new employee has *walked to* at least two general evacuation routes out of their work areas/floor (to include *all the different* areas related to their new responsibilities), which do not include use of an elevator. The employee should be provided with the fire response and evacuation policy/procedure for the University. The supervisor must ensure that they develop special procedures for individuals with disabilities, which could hinder their safe evacuation.

Never assume a new employee understands the purpose of audible alarms and remember that verbal instructions provided over the intercom system will be in English.

In addition to the training requirements, the PI is also responsible for the following:

- Monitor operations for safety, advising laboratory students and staff on safety matters, and serve as a focus for safety concerns of the laboratory staff.
- Ensure submission of a Laboratory Registration Form for each distinctive non-academic instruction laboratory (i.e. R&D laboratory).
- Assist in the development of a Laboratory Specific Safety Plan for each distinctive R & D laboratory for which they are responsible.
- Check the status or operation of general safety equipment such as fire extinguishers, safety showers and eyewash stations.
- Educate personnel in the procedures, safe operations and the use of personal protective equipment.
- Investigate accidents and near misses and report them to the appropriate supervisors, EHS and Risk Management.
- Conduct internal safety audits and recommend improvements.
- Monitor storage, labeling and use of hazardous materials.
- Ensure that the lab is in compliance with hazardous waste regulations and that student, staff and faculty receive formal, annual training (if applicable).
- Maintain safety related files, accident reports, safety equipment, and SDS (digital records are acceptable).
- Maintain a complete current inventory of all chemicals, gases, biological, lasers, radioactive and other hazardous materials in their areas. This can be maintained in a hardcopy or softcopy format.