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**Principal Investigators Research Safety Checklist**

**Revised: March 2021**

UC Irvine's Environmental Health & Safety (EH&S) wants to help you begin your research at UC Irvine quickly, effectively and in compliance with environmental and occupational safety requirements.

The primary EH&S contact for safety related questions or concerns will be the EH&S Coordinator for your school ([https://www.ehs.uci.edu/coordinators/index.php)](https://www.ehs.uci.edu/coordinators/index.php). Consult with your EH&S Coordinator within 2 weeks of campus arrival for **Principal Investigator (PI) Orientation** and/or prior to initiation of laboratory or research activities.

**PRINCIPAL INVESTIGATOR RESPONSIBILITIES:**

The following list will satisfy the needs of the majority of Principal Investigators.

1. **[ ]  You are responsible for the safety of your laboratory.** The PI has the ultimate responsibility for the safe and compliant conduct of work in their laboratory (<https://www.youtube.com/embed/nNw27cqRQ4A?feature=youtu.be>)
2. **[ ]  Safety Representative (SR):** identify a safety representativefrom your lab staff to assist in the safety and administrative tasks associated with laboratory safety compliance. <https://youtu.be/zds4BaqN7IQ>
3. **[ ]  Laboratory Hazard Assessment Tool (LHAT):** create/modify your laboratory LHAT to identify work place hazards, add/remove laboratory workers, and select personal protective equipment (PPE) based on hazards (<https://ehs.ucop.edu/lhat>).

1. **[ ]  Training:** All faculty and their lab workers must complete a **Safety Training Self-Assessment** (STSA)in UC Learning Center ([http://www.uclc.uci.edu)](http://www.uclc.uci.edu/) to identify their personalized safety training requirements and to register for trainings. Laboratory Safety Fundamentals is required for all PIs.

Ensure that each worker has completed general and work unit specific training before they handle materials in the laboratory. This will include:

[ ]  UC Leaning Center (UCLC) safety trainings based on STSA <http://uclc.uci.edu/>

[ ]  New Worker Lab Site Safety Training Checklist (tab #4) <https://www.ehs.uci.edu/coordinators/_pdf/new-lab-worker-site-specific-checklist.pdf>

[ ]  Personal Protective Equipment (PPE) training via LHAT

[ ]  Standard Operating Procedures for hazardous processes and highly hazardous materials in your work unit (tab #6)

[ ]  Annual laboratory-specific trainings including sharing “Safety Moments” during routine laboratory meetings (tab #4)

1. **[ ]  Personal Protective Equipment:** Ensure lab workers complete PPE training in the [LHAT](https://app.riskandsafety.com/signin). It is the responsibility of PI’s or SRs to add laboratory staff to the LHAT Roster. Request PPE using the [Virtual PPE Fitting Form](https://bit.ly/PPESmartsheet). Once PPE is ready, lab workers will receive an email notification with pick-up instructions. Free laundry service is provided.
2. **[ ]  Chemical Inventory:** If you work with chemicals, be familiar with the [Chemical Hygiene Plan (CHP)](https://www.ehs.uci.edu/research-safety/chemical-safety/_pdf/uci-chp.pdf). Track inventory of your hazardous materials in [CiBR-Trac](https://ucirvine.ecompliance.net/index.htm) or [UC Chemicals](https://ehs.ucop.edu/signin), or [CBIS system](http://cheminnovation.ps.uci.edu/Cbis/Login.aspx?ReturnUrl=%2fCbis%2fUci%2fCbisHome.aspx) and reconcile your inventory at least annually.
3. **[ ]  Standard Operating Procedures (SOP):** All hazardous materials and processes require written [Standard Operating Procedures](https://www.ehs.uci.edu/sop/index.php). Review each procedure with lab workers and ensure they have read,understood, and signed each applicable SOP.
4. **[ ]  Hazardous Waste:** Learn how to manage your chemical, radiological and biological waste (<https://www.ehs.uci.edu/enviro/index.php>).
5. **[ ]  Emergency Management:** Know the [emergency management plans](https://em.uci.edu/_pdf/emergency-operations-plan.pdf) for your building, including information on [Evacuation Assembly Areas](https://services.ehs.uci.edu/em/zonemap.html) and how the Zone Crew functions.

1. **[ ]  Injury/Incident Reporting Procedures: Report all injuries and safety concerns** (<https://www.ehs.uci.edu/forms/report-injury/index.php>) and know what to do during Hazardous Materials Incidents.
2. [ ]  **Post the UCI Emergency Procedures flipchart** (<https://em.uci.edu/_pdf/uci-emergency-procedures-flip-chart.pdf> ) and the Medical Treatment Poster (<https://www.ehs.uci.edu/research-safety/occupational-health/_pdf/med-emergency-poster.pdf>) in your laboratory/technical areas. Make sure your employees and students aware of these important emergency procedures.

This list is an attempt to make safety compliance easier for Principal Investigators / Supervisors at UC Irvine. Please contact your [School EH&S Coordinator](https://www.ehs.uci.edu/coordinators/index.php) if you need help completing these items or have questions.

**I have read and understand my responsibilities as the PI and will comply with all applicable campus policies and procedures.**

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| PI Name: |
| Date: |
| PI Signature:  |

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