

## Principal Investigators Safety Responsibilities Checklist

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

The primary EHS contact for safety related questions or concerns will be the EHS Coordinator for your school (<https://www.ehs.uci.edu/coordinators/index.php>). Consult with your EHS Coordinator within 2 weeks of campus arrival for **Principal Investigator (PI) Orientation** and/or prior to initiation of laboratory or research activities. Orientation includes reviewing the Responsibilities Checklist (this document), setting up a Lab Hazard Assessment Tool (LHAT) or group, and obtaining PPE.

### PRINCIPAL INVESTIGATOR RESPONSIBILITIES:

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

- 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>)
- Safety Representative (SR):** Identify a safety representative from your lab staff to assist in the safety and administrative tasks associated with laboratory safety compliance. <https://youtu.be/zds4BaqN7IQ>
- 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>).
- Training:** All faculty and their lab members must complete a **Safety Training Self-Assessment (STSA)** in UC Learning Center (<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 overseeing labs using hazardous materials or processes.

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

- UC Learning Center (UCLC) safety trainings based on STSA <http://uclc.uci.edu/>
  - New Lab Member Safety Training Checklist  
[https://www.ehs.uci.edu/coordinators/getting-started-at-uci/\\_pdf/new-lab-worker-site-specific-safety-training-checklist.pdf](https://www.ehs.uci.edu/coordinators/getting-started-at-uci/_pdf/new-lab-worker-site-specific-safety-training-checklist.pdf)
  - Personal Protective Equipment (PPE) training via LHAT
  - Standard Operating Procedures for hazardous processes and highly hazardous materials in your lab/work unit (
  - Annual laboratory-specific trainings including sharing "Safety Moments" during routine laboratory meetings
- Personal Protective Equipment:** Ensure lab members complete PPE training in the [LHAT](#). It is the responsibility of PI's or SRs to add laboratory staff to the LHAT Roster. Request PPE using the [PPE Fitting Form](#). Once PPE is ready for pickup, lab members will receive an email

notification with pick-up instructions. [Free laundry service](#) is provided.

6.  **Chemical Inventory:** If you work with chemicals, be familiar with and acknowledge the [Chemical Hygiene Plan \(CHP\)](#) on the signature page of the CHP document. Track inventory of your hazardous materials in [UC Chemicals](#) and reconcile your chemical inventory at a minimum annually.
7.  **Standard Operating Procedures (SOP):** All hazardous materials and processes require written [Standard Operating Procedures](#). Review each procedure with lab members and ensure they have read, understood, and signed each applicable SOP.
8.  **Hazardous Waste:** Manage your chemical, radiological and biological waste (<https://www.ehs.uci.edu/enviro/index.php>) and train all employees on proper procedures.
9.  **Emergency Management:** Be familiar with the emergency management plans for your building, including information on [Evacuation Assembly Areas](#) and Zone Crew functions. For more information related to emergencies, refer to [Emergency Management's](#) website.
10.  **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.
11.  . Please contact your [School EH&S Coordinator](#) if you need help completing these items or have any questions.