



TEXAS TECH

UNIVERSITY.

Laboratory Personnel Responsibilities

Reference Section A5.6 and A5.7 of the University Laboratory Safety Manual

- Follow all procedures outlined in the University Laboratory Safety Manual and WASP
- Adhere to recommendations made by the Laboratory Safety Captain, PI, DSO and CHO
- Receive biennial Laboratory Safety Training supplied by EHS online or by seminar
- Receive any additional training required by the Work Area Safety Plan (WASP)
- Report safety concerns and near-misses through the SCAN system and report incidents that result in personnel injury/exposure or property damage immediately to their supervisor
- Report chemical fume hoods and/or other protective equipment that is damaged or not working properly to your supervisor
- Additional responsibilities are outlined in the Biosafety, Radiation and Laser manuals for research that falls under these policies

Some of you may be assigned as the **Laboratory Safety Captain for your PI's lab space(s).**

- You will serve as the liaison between the PI, laboratory group members, DSO, CHO, and other offices
- The responsibilities of the Laboratory Safety Captain will be outlined by the respective departments and PI

Some of you may **teach laboratory courses.**

- You are responsible for ensuring that your students follow all procedures outlined in the University Laboratory Safety Manual and WASP
- Be a good example; use proper PPE and follow procedures as written
- You are the initial responder to a lab accident (i.e., glassware breakage, spills, injuries, etc.) – Know how to handle each situation before it arises

Don't know how to do something? ASK! Ask your supervisor, the DSO, or EHS at 742-3876 or by email at ehs.lab.safety@ttu.edu. We are all here to help you succeed.

University Laboratory Safety Manual

<http://www.depts.ttu.edu/ehs/academicsafety/labsafetydocs/LabSafetyManual.pdf>