Laboratory Safety Representatives Roles and Responsibilities Procedure

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جامعة الملك عبدالله للعلوم والتقنية
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1. Introduction

Laboratory Safety Representatives (LSR) provide an important link between the campus community and Health, Safety & Environment (HSE). LSRs are the eyes and ears that help extend the safety network across campus. They play an important role in helping to improve lab safety, identify hazards, and help to prepare for and deal with emergencies.

2. Purpose

This procedure is in support of the Laboratory Safety Representatives Forum Charter. The purpose of this document is to clarify and set the minimum requirements for LSRs.

3. Scope

This document applies to all KAUST laboratories.

4. Requirements

- Each operational laboratory shall have an LSR. *(Mathematic and computational type labs are exempted if the faculty does not have a lab)*.
- The Principal Investigator (PI) or Center Director is responsible for appointing a suitable LSR for the areas under their supervision.
    - Large laboratories with diverse research interests, may appoint multiple safety representatives, each with responsibility for a particular area or function.
- Each LSR shall be delegated authority regarding health and safety matters by the PI to whom they report.
- The appointment of a safety representative does not diminish the responsibilities of the PI, Lab Manager or the primary responsibility of every individual to maintain health and safety standards inside the laboratory. The main roles of a safety representative are to:
    - Assist the PI meet their responsibilities for safety and compliance as described in the Lab Safety Manual.
    - Act as a focal point for all health and safety matters arising at the location.

5. Responsibilities

The LSR is designated by the PI to assist in implementing and managing the health and safety programs for the lab operation and acting as the primary liaison for safety in the laboratory and with HSE.

A description of the LSR roles and responsibilities is given below, the LSR can also delegate some of these responsibilities to other lab users (e.g., chemical inventory, etc.).

5.1. Hazards Identification and Exposure Controls

- Prepare the Lab Safety Plan to identify all the hazards present in the lab and ensure that safety controls are available and operational to minimize the risks (e.g., fume hood, biosafety cabinets, enclosures, etc.). The Lab Safety Plan must be reviewed annually.
- Manage hazardous waste and satellite accumulation areas (i.e., hazardous waste bags and containers are segregated appropriately and labeled or tagged as per the hazardous waste guide, etc.).

- Help maintain the chemical inventory up to date using the online chemical inventory system (Salute). More information can be found online. HSE can assist in setting up and starting your chemical inventory. Contact HSE@kaust.edu.sa for assistance or questions.

5.2. Standard Operating Procedures

- Assist lab members to develop written standard operating procedures (SOPs) for hazardous operations, equipment, or specific experiment. Ensure that SOPs are reviewed regularly (or yearly). A template SOP is available on our webpage.

- Have all lab members read and sign the SOPs that apply to their work.

- Ensure lab-specific SOPs are available (either paper copies available in the lab or electronic copies accessible while in the lab).

- Promote yearly review of SOPs by those using the process and the PI.

5.3. Personal Protective Equipment

- Ensure availability of adequate personal protective equipment (PPE) for each lab member. The minimum requirement to enter/work in the lab is detailed in the PPE standard for KAUST Laboratories.

- Encourage/support lab personnel to use and maintain PPE (note that the PI is ultimately responsible for PPE usage in the lab).

- Assist with identification of required protective equipment needed (gloves, goggles, respirators, etc.). Please contact HSE@kaust.edu.sa if you need support.

- Ensure all safety supplies (first aid kits, spill kits, etc.) and equipment required for the management of hazardous waste are available.

5.4. Training

- Ensure everyone who works in the lab, particularly new ones, is competent to carry out their duties. Before a student/employee/visitor is allowed in the lab environment, they must complete the following training either live or via our online training system:

    - Lab Safety Training (online or live classes available)
    - Hazardous Waste Training
    - Emergency and Incident Preparedness Training
    - Any additional online training identified in the Lab Safety Plan
    - Lab Safety Representative Orientation Training (for LSR and alternate LSR only)
    - Faculty Health and Safety Responsibilities Training (Faculty only)

- Assist lab personnel to obtain on-the-job specific training (e.g., how to use specific equipment, how to perform specific procedures, etc.)

- Review the Laboratory-Specific Safety Training Checklist with all new lab personnel.

- Notify HSE if additional safety-related training is needed for the lab group. HSE is available to attend group meetings for either updates or lab group-specific training or refresher classes.

5.5. Communication

- Attend the Lab Safety Forum and communicate with all team members about relevant outcomes from the Lab Safety Forum and forward emails sent by the RST.

- Report any safety hazard observed, near-miss, accident, incident, or occupational disease reports by creating a new event in Salute. Click here to raise an event.

- Assist in the investigation of all incidents that occurred in your lab.

5.6. Assessments

- Carry out the Tier 1 lab assessment at least twice per year in your lab area and rectify any findings. If assistance is required contact HSE@kaust.edu.sa.

- Coordinate with HSE Tier 2 and Tier 3 assessments, correct findings, and report safety or compliance issues. More information can be found on our webpage.

- Identify the major lab/building safety issues and bring to the attention of the relevant department heads unresolved health and safety problems. Contact HSE for assistance.

- Lab member departure:

    - Student departure: Review the Checklist with the departing student. Ensure that the lab space occupied is free from hazards and that chemicals and samples have been disposed of or transferred to another lab member (remember to check the fridge and freezers). Keep a copy of the completed checklist in your file.
    - Post-doc, Researcher departure: Ensure that the lab space occupied is left hazard free and that all chemicals/samples have been disposed of or transferred. HSE will conduct the lab visit and you are required to attend the visit or nominate a delegate.

5.7. Emergency Preparedness

An emergency can create a variety of hazards for workers in the impacted area. Preparing before an emergency incident plays a vital role in ensuring that employers and workers have the necessary equipment, know where to go, and know how to keep themselves safe when an emergency occurs. To help with emergency preparedness, the LSR can assist with the following:

- Ensure the lab has at least two first-aid trained persons and two persons trained to use fire extinguishers.

- Ensure SOPs to perform normal safe procedures are available.
- Establish the location of the assembly point, fire extinguishers, and fire pull station around the laboratory and include these in the Lab Safety Plan.
- Create emergency checklists, these can be included in the Lab Safety Plan and should include:
  - Safe shutdown of experiments and equipment
  - Safe handling of hazardous spills
  - Triggering of alarm systems
  - When and how to escalate an incident
- Establish and meet the emergency responder – Information can be found in Evacuation Plans
- Organize and execute emergency drills (e.g., building evacuation, chemical spill, fire drills, etc.). You can work with HSE staff during these drills.

6. Lab Management System – Salute

KAUST HSE has acquired Salute, a new web-based safety management system. Salute contains many modules such as safety training, risk assessments, assessments, incident reporting, and many others that will allow for the management of all HSE needs. By implementing this system our goal is to further improve the safety culture here at KAUST by having more active participation in safety programs.
Accessing Salute: https://hse.kaust.edu.sa/SALUTE

6.1. Safety Training

All safety training can be completed via our online training portal (Salute). Some training sessions are also offered as live sessions and more information can be found on the Research Safety Training webpage.

Individual labs or centers can also request on-demand live session training for any of the training offered online if there are at least 5 participants. You can raise a request by emailing us at HSE@kaust.edu.sa.

6.2. Lab Assessments

Regular safety assessments of the lab will be carried out and record kept on our safety management system (Salute) as detailed below:

- ***Tier 1 Assessments –*** Carried out by the LSR or Safety Lead (Core Labs) at least twice per year. This assessment consists of a comprehensive and simple checklist to ensure a safe work environment. Tier 1 assessments, LabMapper, instructions, and videos are available on the Research Safety Assessment webpage.
- ***Tier 2 Assessments –*** Carried out by a member of the RST and aimed to support research, ensure work is done in a safe environment, and monitor safety compliance. The frequency of each inspection is driven by risk and the hazards in each laboratory.

- ***Tier 3 assessments –*** Carried out by the Subject Matter Expert to control specific hazards and mitigate risks. Examples of such assessments will include chemical safety, biological safety, laser safety, radiation safety, fire loss prevention, etc.

6.3. Chemical Inventory

Each laboratory is required to keep track of the purchase, use, and disposal of chemicals via the Salute Chemical Inventory. To obtain access to the chemical inventory of your lab you must complete the Chemical Inventory Training (live sessions). For more information, please visit the Chemical Inventory webpage.

6.4. Incident Reporting

Any safety concerns, near-misses, incidents, or accidents should be reported via our safety management system via the event report so HSE can investigate and help improve the safety in the laboratory. To raise a concern or incident, please click Salute Online Reporting.

By signing below:

- I acknowledge the importance of roles and responsibilities of LSR.
- I will empower the LSR by giving him/her the authority to make changes that will improve safety in the laboratory.
- I will notify HSE of any changes / resigning the position as an LSR.

Signature of the Principal Investigator	**Printed Name of Principal Investigator**	**Date**
Signature of Lab Safety Representative	**Printed Name of Lab Safety Representative**	**Date**

7. Help

Questions about this procedure? Contact HSE@kaust.edu.sa