# UW Laboratories Safety Responsibility Matrix

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<th>Levels</th>
<th>Actions</th>
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| **INSTITUTIONAL (President, Chancellors & Provost)** | • Demonstrate safety as a *core value* to the institution; encourage public discussion, provide adequate resources, and develop effective policies ([Executive Order 55](http://ehs.washington.edu/fsolsi/lsitools.shtm) and [Institutional Policies](#)).  
• Appoint a leadership team responsible for building a culture of safety.  
• Align rewards and recognition systems with efforts to promote safety. |
| **COLLEGE / SCHOOL (Deans)** | • Lead to promote a culture of safety in laboratories; emphasize training, PPE, and chemical safety.  
• Require review of safety policies, procedures, and guidelines for laboratories.  
• Be informed of serious accidents/incidents and follow up to prevent recurrence.  
• Maintain awareness of teaching and research activities and the risks they present to the Institution.  
• Manage college resources considering safety oversight, facility improvement, and safety goals. |
| **DEPARTMENTAL (Chairs & Directors)** | • Foster a positive culture of safety as criteria for faculty promotion, tenure, and salary.  
• Motivate responsible parties to improve safety and achieve institutional goals.  
• Appoint a safety officer to promote and ensure safety procedures department-wide.  
• Remind PI’s to take safety training and require use of PPE prior to conducting work in a laboratory.  
• Promptly address issues identified in lab safety surveys; review accident reports; and assure preventative actions and SOP’s are in place. |
| **PRINCIPAL INVESTIGATORS & FACULTY** | • Assume ultimate responsibility and set expectations for safety within their laboratory.  
• Facilitate open dialogue regarding safety standards (labs and field sites), develop clear written procedures for lab operations, and oversee safety responsibilities delegated to personnel working in the laboratory.  
• Conduct a hazard analysis prior to conducting any experimental procedures; address issues regarding inadequate or compromised equipment in their laboratory.  
• Manage chemicals correctly in accordance with written procedures and best practices; maintain an orderly and well-managed laboratory to provide sufficient space for safe practices.  
• Ensure everyone in the lab receives proper safety training and is provided with adequate PPE; wear appropriate PPE for personal protection to model a culture of safety.  
• Report accidents/incidents/near misses in OARS; discuss lessons learned with supervisor and co-workers. |
| **RESEARCH STAFF; LABORATORY STAFF; VOLUNTEERS; INTERNS; UNDERGRADUATE, GRADUATE STUDENTS; & POSTDOCTORAL SCHOLARS** | • Be mindful of potential risks to their own safety and safety of others in the lab, classroom, and field.  
• Stop any experiment or activity that is potentially unsafe and notify your supervisor.  
• Notify your supervisor of potentially unsafe or faulty equipment or supplies.  
• Immediately report all accidents and incidents to your supervisor, OARS, and discuss lessons learned.  
• Follow verbal and written lab safety rules, wear PPE, and follow written procedures.  
• Complete all training requirements and classes; both required and recommended.  
• Conduct a hazard analysis prior to conducting any experimental procedure.  
• Include a hazard analysis and safety considerations in thesis, dissertation, and funding proposals. |
| **ENVIRONMENTAL HEALTH & SAFETY (EH&S)** | • Work collaboratively with research personnel to promote an open dialogue to enhance safety; provide essential online and classroom lab safety training.  
• Maintain the Lab Safety Manual and tools (i.e.) selecting and utilizing PPE that reflect best practices.  
• Maintain an effective chemical inventory database with access to safety data, tools, and reports.  
• Test fume hoods and biological safety cabinets to ensure effective performance.  
• Provide fit testing for cartridge respirators and advice on PPE options.  
• Collect hazardous waste (in a timely manner).  
• Identify and evaluate hazards via a supportive lab safety survey program.  
• Collect and report safety metrics to the research community, committees, and leadership.  
• Monitor and communicate regulatory and advisory changes to the research community. |
| **FACILITIES SERVICES** | • Maintain building systems and perform custodial services to facilitate lab operations.  
• Test and service fire and life safety systems and equipment including: showers, eyewashes, fire extinguishers. |

*Based in part on [A Guide to Implementing a Safety Culture in Our Universities](http://ehs.washington.edu/fsolsi/lsitools.shtm) by APLU.

*Acronyms: Personal Protective Equipment (PPE), Online Accident Reporting System (OARS), standard operating procedures (SOP)*

Visit EH&S for more information: [http://ehs.washington.edu/fsolsi/lsitools.shtm](http://ehs.washington.edu/fsolsi/lsitools.shtm)