

Roles & Responsibilities

Responsibility for the Laboratory Safety & Chemical Hygiene Program resides at all levels. Within this framework, the Principal Investigator (PI), and Laboratory Personnel have specifically defined roles and responsibilities detailed below. The Principal Investigator/Laboratory Supervisor/Instructor has the responsibility for the health and safety of all laboratory personnel working under their authority or within their facilities. The PI/Laboratory Supervisor/Instructor may delegate the safety duties for which they are responsible, but must ensure delegated duties are performed and obligations are met. Personnel who work in laboratories have the right to be informed about potential health hazards of the chemicals in their work area and to be properly trained to work safely with those substances.

The success of the Laboratory Safety & Chemical Hygiene Program depends on the conscientious efforts of all Temple University personnel.

Deans, Associate Deans, Directors, and Department Heads are responsible for adopting and implementing the procedures and guidelines within the Laboratory Safety and Chemical Hygiene Program (LS&CHP) in laboratories under their administrative control.

Principal Investigators (PIs), Laboratory Supervisors and Instructors are responsible for ensuring that the procedures and guidelines established in this LS&CHP are strictly followed by all employees, collaborating researchers, visitors, and students under their supervision. Principal Investigators (PIs), Laboratory Supervisors, or Instructors must designate a Laboratory Safety Coordinator (LSC) that will act as a liaison with EHRS for all matters related to laboratory and chemical safety. The Principal Investigators (PIs), Laboratory Supervisors, or Instructors will act as the LSC unless otherwise designated.

Laboratory Safety Coordinator (LSC) assists the laboratory in adapting requirements of the LS&CHP and supporting procedures to individual laboratories. Assigned duties may include acting as a point of contact with EHRS, providing information and consultation of laboratory safety requirements, disseminating information published by EHRS, facilitating laboratory audits, and conveying information and concerns to EHRS.

Laboratory Personnel are expected to follow all applicable practices and procedures contained in the LS&CHP, complete designated training, and report hazardous and unsafe laboratory conditions to the Principal Investigator (PI), Laboratory Supervisor, Instructor, Laboratory Safety Coordinator (LSC), or Environmental Health and Radiation Safety (EHRS).

Students are expected to observe all applicable safety practices and procedures contained in the LS&CHP, complete designated trainings, and report any unsafe or hazardous conditions to the laboratory supervisor, PI, Laboratory Safety Coordinator, or EHRS.

Visitors & Volunteers are considered to be all persons entering a laboratory other than the PIs, laboratory staff, enrolled students, and authorized Temple University employees. Visitors to TU laboratories will be under the supervision of the host laboratory. The host is responsible for

laboratory security during the visit, visitor training, notification of potential hazards, and oversight of visitor compliance with all applicable safety practices and procedures contained in this manual.

Refer to the [EHRS Visitors & Volunteers Policy](#) for additional information.

Minors are non-matriculating individuals less than eighteen years of age, who perform research-related activities in university laboratories and those who are visitors to the labs strictly for observational purposes. Minors must be approved by Environmental Health and Radiation Safety (EHRS), Human Resources, and Risk Management at least 60 days prior to working in a laboratory.

Refer to the [Minors in a Lab Fact Sheet](#) for additional information.

Environmental Health & Safety-Safety Committee (EHSSC)

EHSSC ensures compliance with federal, states, and locale rules related to the Laboratory Safety & Chemical Hygiene Program (LS&CHP).

Environmental Health and Radiation Safety (EHRS)

EHRS has responsibility for administering and overseeing institutional implementation of the Laboratory Safety & Chemical Hygiene Program (LS&CHP). EHRS ensure that the LS&CHP meets relevant OSHA regulatory requirements, including the Chemical Hygiene Plan requirements under 29 CFR 1910.1450 ([Lab Standard](#)), and that the LS&CHP presents information to prevent or minimize lab-related injuries and illnesses, to protect the quality of the workplace, and to protect the surrounding environment.

EHRS advises the University community of its responsibilities with respect to laboratory health and safety issues, recommends appropriate corrective actions and programs, implements new health and safety programs, and serves as the liaison between TU and various external agencies and regulatory bodies.

EHRS will designate an Institutional Chemical Hygiene Officer, with support from other EHRS personnel to oversee the Laboratory Safety & Chemical Hygiene Program.

On an at least an annual basis, this program will be reviewed, evaluated for effectiveness, and updated as necessary to reflect changing regulations and circumstances. The most current copy of this program as well as guidelines, procedures, policies and other relevant information for other laboratory specific hazards and conditions are available on the EHRS website. Contact Environmental Health & Radiation Safety (EHRS) if you have any questions about the content of this program.

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- [Training & Chemical Hazard Information](#)
- [Chemical Exposure Limits & Monitoring](#)
- [Audits & Inspections](#)
- [Glossary](#)
- [Chemical Safety Resources](#)