

California Institute of Technology

SAFETY OFFICER GUIDE



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SAFETY OFFICER GUIDE

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PURPOSE

To provide guidelines to parties assigned the responsibility of Safety Officer by their faculty member.

SCOPE

The scope of the Laboratory's Safety Program includes:

- General Laboratory Safety
- Fire Prevention
- Earthquake Preparedness
- Hazardous Materials Safety
- Hazardous Waste Management

LABORATORY RESPONSIBILITY

The lab's faculty member has the overall responsibility for all the lab activities, which include:

- Injury and Illness Prevention
- The OSHA Laboratory Standard

Day-to-day details have been delegated to the group's Safety Officer.

GROUP SAFETY OFFICER RESPONSIBILITIES SAFETY INFORMATION

The Group Safety Officer is expected to obtain safety information for the lab

- Safety Data Sheets
- Chemical Hygiene Plan
- Biosafety Manual
- Emergency Response information
- Recipient of new information and guidelines

DIVISION SAFETY COMMITTEE

The Safety Officer interacts with the Division Safety Committee as well as the Environment, Health, and Safety Office by:

- Investigating incidents and taking appropriate corrective action
- Acting as the group contact for the semi-annual Safety Survey
- Arranging for corrective action for any identified safety issues
- Acting as hazardous waste coordinator for the group
- Acting as a Safety resource for the group

SAFETY ORIENTATION

The Safety Officer provides orientation and safety training to any new lab member. See [Appendix A](#). New members may include:

- Researchers
- Visitors
- SURF/MURF, Summer Hires

- Caltech Undergraduates
- Volunteers

TECHNICAL RESOURCE

The Safety Officer provides technical guidance to any group member for proposed experimental work where hazardous materials are being used.

EVACUATION COORDINATOR

The Safety Officer Acts as Evacuation Coordinator /Floor Warden in emergencies such as fire or earthquake by:

- Developing a plan for shutting down experiments when evacuating the lab
- Evacuating the lab
- Providing new members of the group with specific safety and emergency response training unique to the group

APPENDIX A: EXAMPLE WORKPLACE SPECIFIC SAFETY ORIENTATION CHECKLIST

CALIFORNIA INSTITUTE OF TECHNOLOGY

Workplace Specific Safety Orientation Checklist for Incoming Researchers

The Caltech Academic Divisions are concerned that all researchers know, understand, and observe good safety practices and procedures. For your benefit and safety, we require that you complete this safety checklist together with the Safety Officer in your laboratory.

This must be done immediately!

Instructions:

Please discuss the items on this sheet with the Safety Officer in your laboratory or with your mentor. Check off the items or mark N/A if they do not apply to your research environment. (Note: The Emergency Procedures section applies to all researchers).

Any researcher must receive work area specific safety training before starting a project in a laboratory. Safety Training should:

- Discuss Emergency procedures.
- Discuss available safety related resources including www.safety.caltech.edu.
- Discuss lab specific hazards which may include processes, equipment, chemicals, and/or contact with animals.

The researcher must provide the name of the group's Safety Officer or mentor, sign the form, and return the completed form to the appropriate Division Office.

Personal Information

Researcher's First Name:	Researcher's Last Name:
Phone:	Email:
Position:	Lab Group
Safety Officer Last Name	Safety Officer First Name

Emergency Procedures

- For Campus Emergencies, dial 5000
- Location of the nearest emergency exit and alternate route
- Emergency assembly point for the building: _____
- Location of fire extinguishers
- Locations of pull stations
- Locations of eyewash and shower stations
- Locations of first aid kits
- Contents of the Caltech Emergency Response Guide
- Notify Safety Officer or supervisor of any injury/illness at work
- Campus Hot Line 1- (626) 395-3291 and 1- (888) 427-7465
- Safety Data Sheets locations (<https://safety.caltech.edu/sds>)

Hazard Specific Training

For a list of current trainings available through the Environment, Health, and Safety Office go to www.safety.caltech.edu/training.

Check Applicable Hazards	Topic	Training By (Safety Office, Safety Officer, other)	Date Trained
<input type="checkbox"/>	New Researcher Orientation		
<input type="checkbox"/>	Biological Safety		
<input type="checkbox"/>	Bloodborne Pathogens (working with human cells, blood, tissue and fluids)		
<input type="checkbox"/>	Chemical Handling Procedures		
<input type="checkbox"/>	Chemotherapy/ cytotoxic drugs		
<input type="checkbox"/>	Controlled Substances		
<input type="checkbox"/>	Cryogenics		
<input type="checkbox"/>	Euthanasia/anesthetic agents		
<input type="checkbox"/>	Hazardous Waste Handling		
<input type="checkbox"/>	High pressure applications		
<input type="checkbox"/>	High vacuum applications		
<input type="checkbox"/>	High voltage applications		
<input type="checkbox"/>	Hydrofluoric acid handling		
<input type="checkbox"/>	Non-innocuous euthanasia/anesthesia agents		
<input type="checkbox"/>	Personal Protective Equipment		
<input type="checkbox"/>	Radiation (i.e. laser, UV, etc.)		
<input type="checkbox"/>	Radiation (i.e. X-ray)		
<input type="checkbox"/>	Radioactive isotopes		
<input type="checkbox"/>	Standard wet chemistry		
<input type="checkbox"/>	Other: _____		
<input type="checkbox"/>	Other: _____		
<input type="checkbox"/>	Other: _____		

I reviewed and understand the above-mentioned Safety Orientation items.

Researcher's

Signature _____ **Date:** _____

Safety Officer's

Signature _____ **Date:** _____

	Division	Division Administrator	Mail Code
<input type="checkbox"/>	Biology and Biological Engineering	Mike Miranda	156-29
<input type="checkbox"/>	Chemistry and Chemical Engineering	Elizabeth Callihan	164-30
<input type="checkbox"/>	Engineering and Applied Sciences	See Building Administrator	See Building Administrator
<input type="checkbox"/>	Geology	Aleen Boladian	170-25
<input type="checkbox"/>	Physics, Math, and Astronomy	Jennifer Ibrahim	103-33