

CALTECH EH&S OFFICE

MAIL CODE 25-6 · EXTENSION 6727 · FAX (626) 577-6028
safety@caltech.edu · <http://www.cco.caltech.edu>

What's expected from a Lab Safety Coordinator?

1. Obtain Safety information for the Lab

- a. Safety Data Sheets
 - i. www.hazard.com
 - ii. EH&S Office www.safety.caltech.edu,
<https://safety.caltech.edu/root-pages/safety-data-sheets>, or
by calling x6727
- b. [Chemical Hygiene Plan](#)
- c. [Emergency Response Information](#)

2. Interact with the EH&S Office

- a. Incident Assessments
 - i. Investigate incidents and take the appropriate corrective action.
 - ii. Group's recipient of new safety information and guidelines.
 - iii. Health and Safety resource for the Group.
 - iv. See the Supervisor's Injury Investigation Report:
https://safety.caltech.edu/documents/14111/supervisors_injury_report.pdf

3. Group Training Liaison

- a. Ensure New Researchers, Interns, and Students working in the lab get appropriate safety training through the EH&S Office. Check available courses online: <https://safety.caltech.edu/training-/training-opportunities> or contact the Safety Office:
safety.training@caltech.edu

4. Evacuation Coordinator (Building Coordinator or Floor Warden)

- a. Assist in emergency evacuations of the building or specific work area.