Roles and Responsibilities of a Lab/Area Safety Officer

Each active research laboratory or studio/workshop at Baylor University must have an area safety officer (SO). The SO serves as a resource for ensuring safe practices in the area as well as serves as a role model for safety. Larger groups may have more than one SO if needed in order to fulfill all duties. In some areas, the Principal Investigator acts as the SO.

Responsibilities of an SO include:

- Assist in the yearly maintenance of the area’s Chemical Hygiene Plan or Safety Plan.
- Assist in the writing and yearly maintenance of specific standard operating procedures (SOPs).
- Maintain records for your area regarding safety training, area specific training procedures and safety equipment (for instance, eyewash) testing.
- Know the proper steps for reporting incidents.
- Be familiar with emergency procedure information (what to do, where to go, etc.).
- Be able to identify safety showers, eye washes, first aid, fire extinguishers, etc. in each area and ensure every new member learns where these are located.
- Ensure the maintenance of group safety equipment such as spill control kits, first aid kits, and eyewash facilities.
- Be familiar with hazardous waste requirements and storage. Assist in ensuring that area waste is being collected and tagged properly.
- SOs are expected to be a role model for safety. This includes adhering to all PPE and other safety requirements and setting a good example for their peers. SOs are encouraged to seek assistance from their PI if a researcher ignores these requirements.
- Ensure that the Monthly Quick Checks are being done in the area.
- Mentor next SO for 2 months before leaving position.
Transferring the SO Position and Duties

If you are transferring the SO position to a different group member or are taking the SO position on, you must complete the following steps.

**Steps you need to take when LEAVING the SO position:**

1. Make sure your PI is aware and has appointed a person from the group to take over the SO position.
2. Mentor the next SO for two months before leaving the SO position completely.

**Steps you need to take when BEGINNING the SO position:**

1. Make sure you have PI approval.
2. Be mentored by the previous SO for a minimum of two months before taking on the SO position fully.
3. Email Karalyn_Humphrey@baylor.edu with the following:
   - Name of previous LSO.
   - Name of new LSO, email address, phone number, building and room number.
   - Name of Principal Investigator.

It is essential to have good communication with your PI and your group when changing SO positions. Your group members need to be aware of the transition. It is also essential you have a full understanding of the SO responsibilities and duties so that you can communicate to your group what they are expected to do in terms of training, PPE, hazardous waste, etc. For larger groups, it may be beneficial to have more than one SO to ensure all safety needs are met.

**Resources for an SO**

The best resource for an SO is going to be the webpage for the EH&S Department, located at: [www.baylor.edu/ehs](http://www.baylor.edu/ehs).

For personal assistance with questions or concerns, contact Karen Humphrey at 254-710-2002 or Karalyn_Humphrey@baylor.edu.