

OSU CBC Lab Safety Officer (LSO) Responsibility List

this is a non-exhaustive list and will be continued to be updated

1. Maintain a ChemInventory account with a current chemical inventory uploaded for your group
 - o Contact Dan Milosevic (Milosevic.2@osu.edu) from computer support to give admin rights to LSO
 - o Contact computer support to switch admin rights when the LSO changes
2. Ensure your lab has an account with EHS
 - o Write down the login and password information in a safe place. (CHP binder)
 - o Make sure all SOP's are uploaded to the EHS website (templates for SOPs can be found on the JST website) <http://chemistry.osu.edu/safety/jst>
 - o Ensure your inventory is uploaded to the EHS website
 - o Make sure that all of your lab members have taken all the appropriate/required safety quizzes on the EHS website. (Documentation of completed quizzes should be in your lab's Chemical Hygiene Plan (CHP) binder)
 - o PI's should also have safety training documentation in CHP
3. Documentation for lab-specific training must be completed for any lab members using specialized equipment (anything with a SOP)
 - o On the JST website there is a form template you may use
 - o Include in CHP binder
4. Be the contact for Mitch Baker – EHS Safety Engineer here at OSU
 - o Mitch will be in contact with you once a year to conduct a laboratory inspection
5. Every **month** the LSO should conduct a walk-through of the lab space and complete the checklist and have your PI sign the form.
 - o PDF of Walkthrough form is on the JST website
 - o Keep these forms on file for your EHS inspection. After your EHS inspection, you can dispose of these sheets.
 - o These informal monthly walkthroughs will prepare you for the yearly EHS inspection
6. Read emails to the LSO listserv sent from Joint Safety Team - JST/faculty/staff and communicate to your group the pertinent information that may apply to your group
7. **Train the next LSO to be appointed in your group**
 - o Contact the JST - Lisa Nguyen (Nguyen.1342@osu.edu) with any LSO change so it can be documented and info can be directed to the new LSO



THE OHIO STATE UNIVERSITY

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