

## ORG: Laboratory Safety Program

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### Laboratory Safety Program

#### 5.3.6

The Laboratory Director and the Safety Officer administer the laboratory's Safety Program. The Safety Program describes the safety policies and procedures established to protect the staff from potential hazards; the associated safety training program provides the staff with the information needed to perform their tasks safely and effectively.

The Safety Program consists of the following components:

- Bloodborne Pathogen
  - Chemical Hygiene
  - Emergency Evacuation Plan
  - Ergonomics
  - Injury and Illness Prevention
  - Personal Protective Equipment
  - Respiratory Protection
  - Spill Response
  - Workplace Violence Prevention.
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### Laboratory Safety Officer

#### 4.1.7

The Safety Officer is appointed by the District Attorney or designee. The length of service is not fixed. The Safety Officer reports directly to the Laboratory Director.

The Safety Officer has authority to ensure the laboratory Safety Program is followed at all times. Specific responsibilities of the Safety Officer are to

- Work with management and other employees to develop and implement appropriate health and safety policies and practices
  - Oversee annual safety training of all employees
  - Monitor procurement, use, inventory and disposal of chemicals used in the lab and maintain chemical inventory records
  - Ensure the appropriate audits are maintained
  - Help develop precautions and adequate facilities
  - Know the current legal requirements concerning regulated substances
  - Seek ways to improve the Safety Program.
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## ORG: Laboratory Safety Program, Continued

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### **Safety Committee**

The Safety Committee is comprised of representatives from each Unit, including Administration and Management. The Committee will identify any potential safety issues and ensure implementation of appropriate solutions.

The Committee will meet once per calendar year or as needed to address safety-related issues. The Safety Officer acts as committee chair and must be present at Committee meetings.

Notes will be taken for each meeting and distributed to laboratory staff.

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