

Purdue University
Davidson School of Chemical Engineering

Responsibilities of ChE Group Safety Officers

This document should be used in conjunction with the “Guidelines for safety training of new researchers in ChE labs” document

It is recommended that each ChE faculty member (PI) assigns at least one graduate student to be the Safety Officer, regardless of whether their research is purely computational or lab-based experimental. The Safety Officer responsibilities include, but are not limited to:

1. Lead by example by engaging in safe practices in the lab.
2. Act as the liaison between the research group, the Professor, and the ChE Safety Committee, promptly bringing any safety concerns to the attention of the safety committee chair.
3. Promptly report any near miss or safety incident to the PI and safety committee chair, using the [Safety Incident/Near Miss Report](#) ChE specific form
4. Ensure that any new policies/recommendations are communicated within the group.
5. Keep accurate records of current group members, including date when they joined and departed in the spreadsheet available in the PI’s safety google drive managed by the ChE safety committee
6. Be the contact person for new group members to address safety issues.
7. Manage training to all group members (for more details, please refer to the [Guidelines for safety training of new researchers in ChE laboratories](#) document:
 - a. Ensure that members complete the ChE Safety Awareness Training (initial or refresher) as specified on [ChE Safety Webpage](#) under “Training”, and log the completion of training
 - b. Conduct general PPE training for all members and direct members to EHS for specialized PPE training (such as respirators, lasers, biohazards, etc.). This training needs to be documented.
 - c. Ensure that members receive any group-specific training.
 - d. Ensure that members are aware of the University’s hazardous waste management and disposal guidelines.
8. Be responsible for maintaining accurate and up to date lab safety records. This includes:
 - a. Safety training, PPE training, laser training, etc., where applicable.
 - b. Lab specific Chemical Hygiene Plan and SOPs
 - c. Chemical Inventory (HCP-4)
 - d. Door postings
 - e. Hazard Assessment Certification
 - f. SDS storage (soft or hard copies), using the guidelines developed by EHS and the ChE Safety Committee.
9. Work with group members on addressing the safety deficiencies identified in the monthly unannounced safety inspections conducted by safety committee members, and upload proof of correction to the respective folder on PI’s safety google drive managed by the ChE safety committee.

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10. Review, along with 1-2 other group members, any modifications to existing equipment and/or any new experimental setups within the group.
 - a. Changes should also be reviewed with the PI and, when deemed necessary by the PI, with the ChE Safety Committee.
 - b. Any modification that includes changing the existing fittings or utilities in the lab (air, water, ducts, electrical) requires contacting the Building Deputy (Jeff Valley) or, when applicable, the Electronics Shop (Dr. Yury Zvinevich) before proceeding.
11. Flush the eyewash station(s) in the lab once a week and log the completion in a table clearly displayed nearby
12. Perform, with 1-2 group members the annual self-audit of labs and offices occupied by the group as part of Purdue's Integrated Safety Plan (ISP).