

**Purdue University**  
**School of Chemical Engineering**

**Lead Graduate Student Safety Responsibilities**

It is recommended that each Professor, whether simulation-oriented or experiment-oriented, assigns one (or two, depending on the size of the group) graduate student to be the Lead Graduate Student(s) in charge of safety. The role of said student is 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 Safety Committee, promptly bringing any safety concerns or reports of accidents to the Safety Committee.
3. Make sure any new policies and recommendations are communicated within the group.
4. Be the contact person within the research group for new group members to address safety issues.
5. Manage training to all group members:
  - a. Ensure that members complete ChE Safety Awareness Training with the chair of the ChE Safety Committee (Gabriela Nagy); graduate students must also complete CHM 605.
  - b. Conduct general PPE training for all members and direct members to REM for specialized PPE training (such as respirators, lasers, biohazards, etc.).
  - 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.
6. Be responsible for maintaining lab records and making sure they are up to date. This includes:
  - a. Safety training, PPE training, laser training, etc., where applicable.
  - b. Chemical Inventory (HCP-4)
  - c. Employee Exposure Information (HCP-5)
  - d. Door postings
  - e. MSDS folder
  - f. Hazard Assessment and SOPs
7. Review, along with 1-2 other group members, any modifications to existing equipment or any new experimental setups within the group.
  - a. Changes should also be reviewed with the Professor, and, when deemed necessary by the Professor, 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 the Electronics Shop (Dr. Yury Zvinevich) before proceeding.
8. Flush the eyewash station(s) in the lab once a week
9. Perform, with 1-2 group members, quarterly lab inspections in addition to the annual self-audits as part of Purdue's Integrated Safety Plan (ISP).