

Labspace Lead PI Checklist

- ◇ Be aware of the hazards, work authorizations, SAAs and procedures/equipment safety requirements in your lab(s).
- ◇ Ensure that up-to-date emergency contact and emergency response information and ESD's "Safety at a Glance" is posted in a clearly-visible location.
- ◇ Ensure that a Lab Safety Primer with copies of work authorizations and safety procedures is available for your lab(s) and read by all lab users.
- ◇ Decide with other lab users about lab access requirements (permissible work hours, supervision requirements, key control, etc.)
- ◇ Meet with new lab users to verify that they are appropriately trained and aware of all hazards in your lab(s), and that you are aware of their work. This should include a physical tour of the labspace to point out the hazards, RWAs, RSAs, SAAs, etc.
- ◇ Be especially aware of ES&H for students, guests and new employees – they may need extra assistance understanding our ES&H program and requirements.
- ◇ Regularly communicate with lab users and other PIs to ensure that they inform you of new work and/or any changes in scope-of-work and that appropriate hazard analysis and control measures have been implemented.
- ◇ Once a month inspect your lab using the "[ESD Inspection Checklist](#)", document the monthly lab inspection on the "[ESD Log for Inspection of Lab](#)" and discuss findings with the lab users.
- ◇ Ensure that the Chemical Management System (CMS) & barcodes are used for all chemicals and updated when chemicals are spent/disposed.
- ◇ Ensure that lab users who vacate your lab(s) appropriately transfer/dispose of all chemicals, samples, equipment and supplies.
- ◇ For questions regarding hazard evaluation and controls and to help identify required authorizations, permits and disposal requirements, please contact the EH&S subject matter expert (<http://www.lbl.gov/ehs/index2.shtml>, "WHO TO CALL"), [Vivi Fissekidou](#) (ESD Safety Coordinator, X5610, VAFissekidou@lbl.gov) or [Joe Dionne](#) (ESD EH&S Liaison, X7586, JEDionne@lbl.gov)