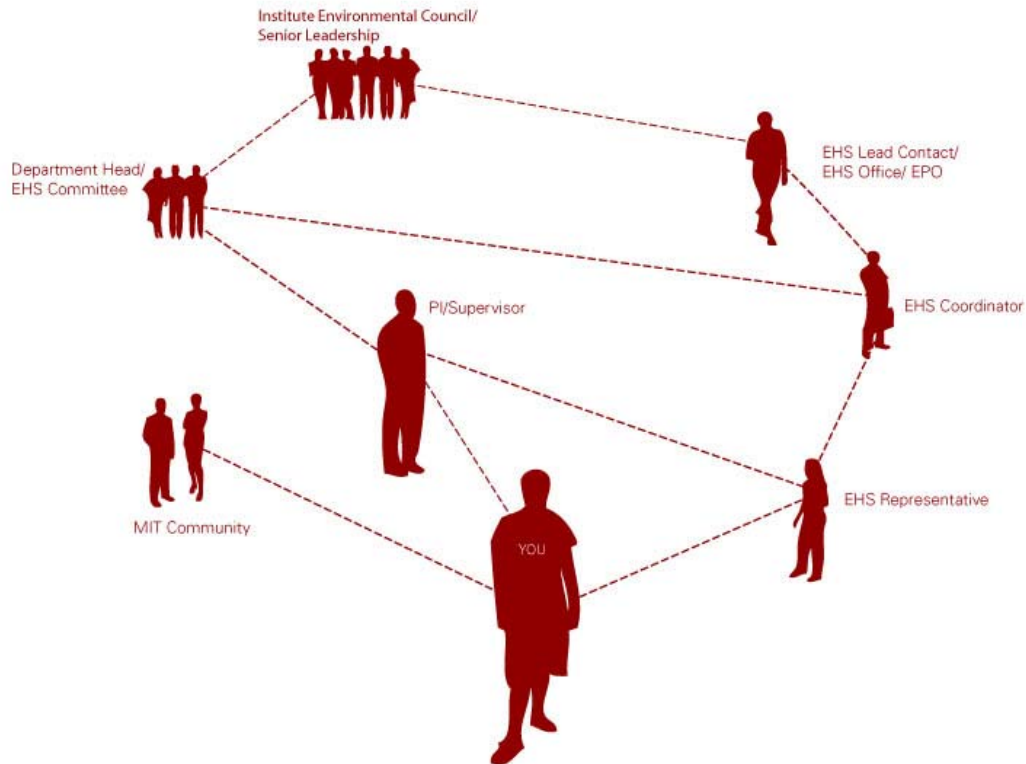


## LABORATORY Roles and Responsibilities



The “you” represents all employees, students, contractors and visitors at MIT and your relationship to the Environment, Health, and Safety Management System (EHS-MS). Depending on who “you” are, you may have only the basic responsibilities that apply to all members of the MIT community or you may have additional responsibilities you fulfill within the EHS-MS. The link for the EHS Manual, referenced below, is:  
[http://informit.mit.edu/ehs-ms/manual\\_intro.html](http://informit.mit.edu/ehs-ms/manual_intro.html)

### **1. MIT Community Member (EHS-MS Manual Section 2.2.3)**

*RESEARCH LABORATORY employees, students, contractors, and visitors* are responsible for:

- Knowing how to contact their EHS Representative, EHS Coordinator, or the EHS Office for help (Refer to EHS Partner List or ask your supervisor).
- Completing their online Training Needs Assessment (TNA).
- Completing all required EHS training prior to handling potentially hazardous material or performing potential hazardous operations, including completing lab-specific chemical hygiene training with their EHS Representative.
- Understanding and complying with EHS regulations and requirements in their research/work areas.
- Reporting EHS problems or concerns to their EHS Representative or PI, and discussing them at group meetings.
- Reviewing emergency response procedures and evacuation meeting location.

## **2. EHS Representative (EHS-MS Manual Section 2.2.2)**

*RESEARCH LABORATORY EHS Representatives are responsible for:*

- Knowing how to contact their DLC EHS Coordinator and EHS Lead Contact.
- Reporting to/assisting the PI/Supervisor in identifying and addressing EHS issues, including assurance that lab staff gets the appropriate training, and routinely updating laboratory personnel information in the training database.
- Initiating actions to address EHS issues, and where appropriate, bringing issues to the EHS Coordinator and PI/Supervisor when his/her authority is required.
- Assisting the EHS Coordinator in the maintenance of PI/Space registration data (as outlined in Section 3.2 of the EHS-MS Manual) and emergency contact information.
- Aiding PI/Supervisor in required weekly level I and semi-annual DLC-wide level II inspection processes.

## **3. PI/Supervisor (EHS-MS Manual Section 2.2.1)**

*RESEARCH LABORATORY Principal Investigators (PI)/Supervisors are responsible for:*

- Complying with EHS regulations and good practices in his/her laboratory.
- Appointing an EHS Representative to assist in meeting his/her EHS responsibilities.
- Reviewing and updating (as needed) PI Space Registration information for assigned spaces where hazardous and/or regulated materials or equipment are used and stored.
- Completing the online Training Needs Assessment (TNA) and ensuring that all personnel under their supervision have completed their TNA.
- Completing required EHS training and ensuring that all personnel under his or her supervision have completed training prior to handling potentially hazardous material.
- Ensuring that personnel both have and use all necessary controls, protective equipment and supplies to work safely.
- Ensuring that inspections are conducted to meet EHS requirements, and that identified problems are corrected. This includes weekly Level 1 inspections.
- Following up on accidents and incidents by investigating and reporting them, as required, and correcting any problems that led to the incident.
- Reviewing EHS concerns/good practices at research group meetings.

## **4. EHS Coordinator (EHS-MS Manual Section 2.2.2)**

*EHS Coordinators are responsible for:*

- Providing operational day-to-day oversight of the DLC's EHS-MS requirements.
- Partnering with their EHS Office Lead Contact to deliver programs that meet EHS requirements for that DLC.
- Supporting EHS Representatives and PIs/Supervisors by providing resources to address EHS issues, including regulatory deficiencies, training needs, or other EHS-MS needs.
- Serving as Co-Chair of the DLC EHS Committee (where applicable).
- Assuring that comprehensive EHS inspections are conducted in the DLC.

- Monitoring to assure that personnel are receiving appropriate training.
- Registering spaces assigned to PIs that contain hazards and assuring the space registration information is adequately maintained.
- Reporting the status of relevant EHS-MS components to DLC head/management as appropriate.

#### **5. Department Head/DLC Director (EHS-MS Manual Section 2.2.1)**

*Department Head/DLC Directors are responsible for:*

- Assuring sound EHS practices and compliance within the DLC, including providing personnel and monetary resources needed to support EHS requirements.
- Enforcing consequences arising from moderate to very serious incidents.
- Determining the extent to which they employ their DLC EHS Committee to oversee EHS performance in their DLC.
- Convening the DLC EHS Committee at least once a year in conjunction with the DLC EHS Committee Chair.

#### **6. DLC EHS Committee (EHS-MS Manual Section 2.2.2)**

*DLC EHS Committees are responsible for:*

- Reviewing and discussing EHS regulations and practices and establishing strategies to implement them in the DLC.
- Meeting at least annually and recording meeting minutes (or keeping other records of the significant actions and work).
- Reviewing DLC operations, EHS incidents, and EHS-MS documents, as needed, for purposes of providing guidance to and supporting the DLC EHS Coordinator regarding matters that may impact DLC compliance with EHS requirements and best practices.

#### **7. EHS Lead Contact (EHS-MS Manual Section 2.3)**

*EHS Office Lead Contacts are responsible for:*

- Providing EHS expertise to an assigned DLC.
- Partnering with the DLC EHS Coordinator to deliver programs that meet EHS requirements applicable to that particular DLC.
- Acting as a member of the DLC EHS Committee.
- Working closely with team of experts from the EHS Office's areas of technical and functional expertise to provide services and address outstanding issues or concerns for that DLC with respect to the EHS-MS or EHS requirements.
- Assisting with comprehensive inspections of the DLC.

#### **8. EHS Office (EHS-MS Manual Section 2.3)**

*The EHS Office is responsible for:*

- Providing technical expertise, collaborative initiatives, and EHS advisory services to the MIT community that support regulatory compliance and improved EHS performance at the DLC level.
- Tactical and operational implementation of the EHS-MS, and programs and functional areas identified in the vision and strategy set by the Environmental Programs Office:

- **Programs**
  - Biosafety Program
  - Environmental Management Program
  - Industrial Hygiene Program
  - Radiation Protection Program
  - Safety Program
- **Functional Areas**
  - Organization
  - Inspection/Audit
  - Training
  - Emergency Response
  - Laboratory-Facility Design
  - Technology
  - Communication

**9. The Environmental Programs Office (EHS-MS Manual Section 2.3)**

*The Environmental Programs Office is responsible for:*

- Serving as MIT's senior administrative office for EHS affairs and has access to the senior management at MIT, including offices of the President, Provost, Chancellor, and Executive Vice-President on EHS issues.
- Participating in the establishment of MIT's EHS vision and leadership.
- Coordinating collaborative EHS initiatives among all constituents of the MIT community.
- In collaboration with the EHS Office, reviewing DLC EHS appointments.
- Reporting on EHS matters to the Institute Council on EHS.

**10. Institute Council on Environmental Health and Safety (EHS-MS Manual Section 2.1.2)**

*The Institute Council on Environmental Health and Safety is responsible for:*

- Answering to the President for coordination of policy development and assessment of procedures of the several Institute committees concerned with specific areas of environment, health and safety.
- Serving as a forum in which overlapping and joint areas of concern of these committees are reviewed and clarified and where questions in dispute by individual committees will be resolved.
- Identifying new environmental health and safety matters that may emerge as new activities are undertaken and as new technologies develop or old ones change direction. In instances where such new activities do not fall within the purview of an existing committee, the council may expand the area of concern of an existing committee or recommend the creation of a new committee.