

Laboratory Safety Coordinator Program

Topics

- Purpose
- Environmental Health and Safety
- Boston University Culture of Safety
- Laboratory Safety Coordinator Responsibilities
- Laboratory Safety Coordinator Meetings
- BioRAFT
- Research Occupational Health Program
- Questions

Purpose of LSC program

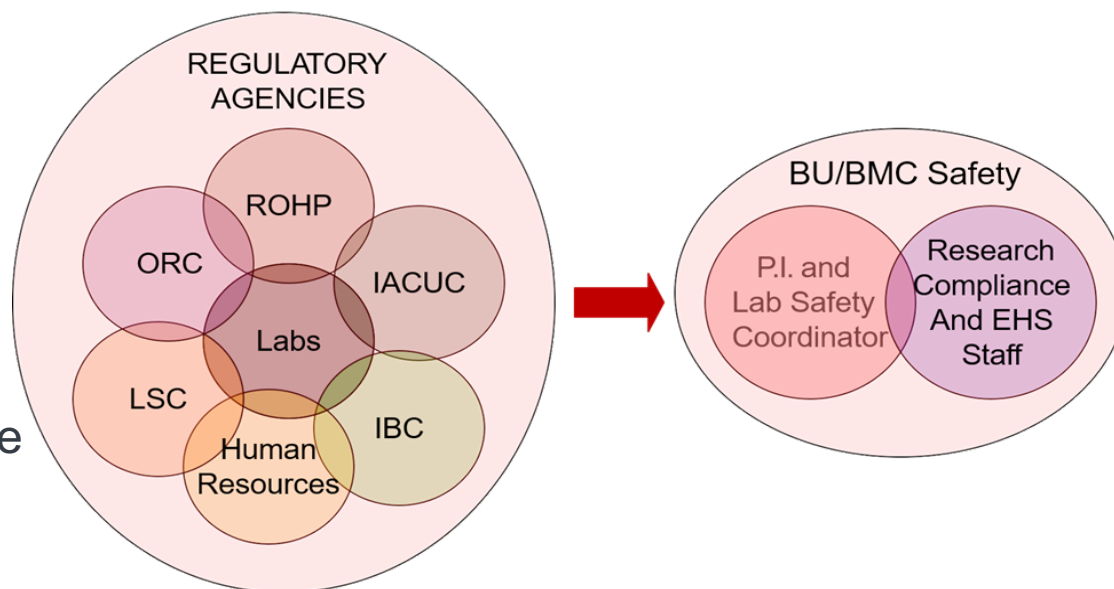
- To communicate biannually and to address issues of concern as identified by Lab Safety Coordinators.
- To provide information on institutional and regulatory changes that impact labs at BU / BMC.
- To provide resources, support and expertise as part of an EHS partnership with Lab Safety Coordinators

Research Safety Partnership

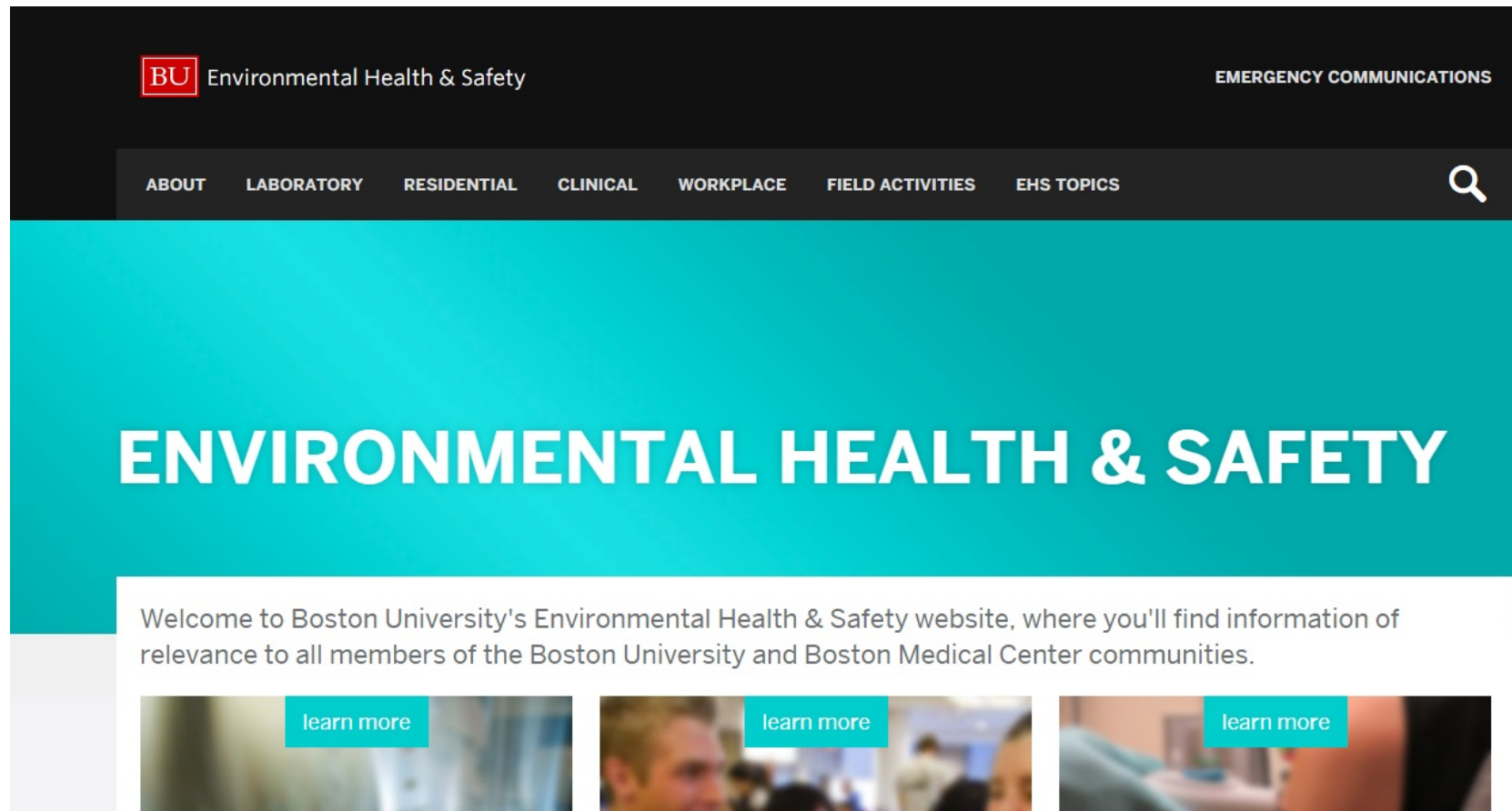
Laboratory Safety Coordination Meeting

October / November 2010

- ROHP=Research Occupational Health Program
- IACUC=Institutional Animal Care and Use Committee
- IBC=Institutional Biological Safety Committee
- LSC=Laboratory Safety Committee
- ORC=Office of Research Compliance



Environmental Health and Safety website



Research Safety



Laboratory Safety



PRINT

[Environmental Health & Safety →](#)

Laboratory

[Programs & Services](#)

[Policies](#)

[Forms](#)

[Training](#)

[Reporting](#)

Laboratories, shops, and studios present similar environmental health and safety challenges and concerns for the people working in them. There are often chemicals, industrial hygiene concerns, and potentially harmful environmental impacts if not appropriately managed. Ensure you have a safe lab, shop, or studio environment and stay compliant with all applicable Environmental Health & Safety guidance and applicable regulations. EHS can help ensure compliance and safety by conducting inspections and evaluations, providing training, and implementing various programs for laboratories across the BU campus and BMC.

This section includes information of particular interest to:

- Researchers
- Laboratory workers
- Art studio workers
- Machine Shop workers

[Visit the Laboratory Safety section of BU's Research Support site to learn more about lab](#)

Laboratory Safety Coordinator Toolkit



Environmental Health & Safety

EMERGENCY COMMUNICATIONS

ABOUT

LABORATORY

RESIDENTIAL

CLINICAL

WORKPLACE

FIELD ACTIVITIES

EHS TOPICS



Laboratory Safety Coordinator Toolkit

PRINT

EHS Topics →

Lab Safety Coordinator Toolkit

Lab Safety Coordinators

Roles & Responsibilities

New Lab Personnel

Lab Resources

FAQ's

Quick access to essential tools and information for Lab Safety Coordinators.

Please also see:

- [Lab Safety Coordinators](#)
- [Roles and Responsibilities](#)
- [New Lab Personnel](#)
- [Lab Resources- Tools and Posters](#)
- [FAQ's](#)

BU Culture of Safety

The Culture of Safety and responsibility is guided by the following principles:



Highlights of Shared Core Values and Beliefs

- EMPOWERING ALL MEMBERS OF THE UNIVERSITY COMMUNITY TO ACCEPT THEIR CRITICAL ROLE IN PROTECTING THEIR OWN SAFETY AS WELL AS THAT OF OTHERS.
- EMPHASIZING PERSONAL RESPONSIBILITY TO SAFETY AND THE ETHICAL CONDUCT OF RESEARCH.
- APPOINTMENT OF A LABORATORY SAFETY COORDINATOR WHO IS SPECIFICALLY RESPONSIBLE FOR IMPLEMENTING DAY-TO-DAY SAFETY REQUIREMENTS IN THE LABORATORY.

- [BU RESEARCH SUPPORT WEBSITE](#)

Laboratory Safety Coordinator Responsibilities

- Designated by the PI to act and oversee that safety practices are implemented in the lab's daily operations.
- Authorized to represent the PI in matters related to the implementation of laboratory and worker safety.
- Serves as the primary laboratory contact with EHS for issues related to safety (i.e. biological chemical, fire & general safety, controlled substance, etc.)
- Take positive actions to help reduce the potential for accidents and incidents associated with laboratory operations.
- Inform laboratory personnel and/or students of the safety hazards associated with their work.
- Instruct all laboratory personnel and students in safe work methods.
- Report all accidents, near misses, or safety concerns to the PI and EHS.



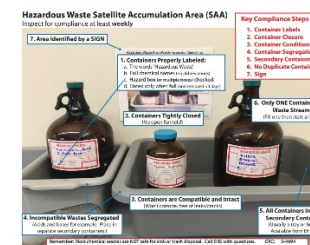
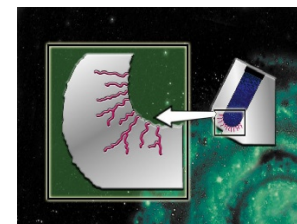
Laboratory Safety Coordinator Responsibilities Continued

- Ensure that appropriate SOPs are established and lab personnel and students are appropriately trained and follow them.
- Work with EHS to determine best safe practices and procedures.
- Work with EHS to ensure that lab personnel and students complete all required safety trainings in a timely manner.
- Ensure that all deficiencies identified by EHS or outside regulatory inspectors are addressed and corrected within the time required.
- Participate in the incident review process.
- Stop operations that are in clear violation of the safety requirements, approved SOPs, or may potentially result



Laboratory Safety Coordinator Meetings

- Held in Spring and Fall on both MED and CRC
- Luncheon Served
- Raffles or door prizes
- Discussion of lab incidents and their prevention
- Hands on learning or table top activity
- Example Topics from past sessions:
 - Chemical Storage
 - Satellite Accumulation Areas
 - Centrifuge Maintenance,
 - High Hazard Chemical Program
 - BioRAFT



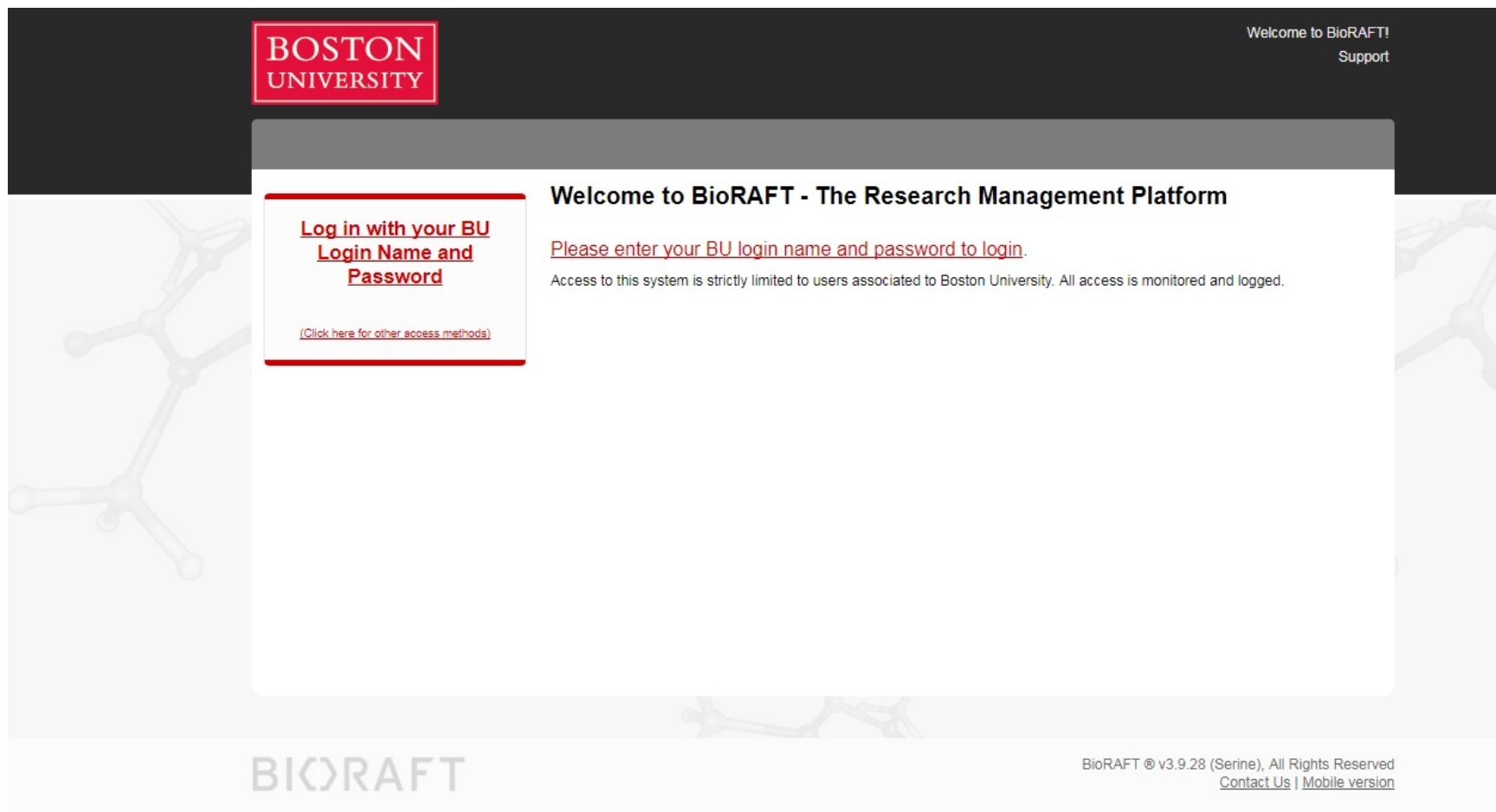
BioRAFT

<http://www.bu.bioraft.com/>

- BioRAFT is an enterprise software solution that helps universities maintain a healthy and safe environment for members within their communities.
- This system empowers researchers to have better visibility into their safety and compliance status, and enables Environmental Health and Safety (EHS) personnel to more efficiently manage safety information about their institution.
- Researchers will be able to complete training courses, be reminded of upcoming training requirements, and maintain an accurate hazard profile which includes chemical inventories and biological inventories for their research group.
- They will also have access to current and past inspection reports for their group, as well as be able to respond to any findings.

BioRAFT Login

<http://www.bu.bioraft.com/>

A screenshot of the BioRAFT login page. The page has a dark header with the Boston University logo on the left and 'Welcome to BioRAFT! Support' on the right. The main content area is white with a faint molecular structure background. It features a login box with a red border containing the text 'Log in with your BU Login Name and Password' and a link '(Click here for other access methods)'. To the right of the login box, the text 'Welcome to BioRAFT - The Research Management Platform' is displayed, followed by a red link 'Please enter your BU login name and password to login.' and a disclaimer: 'Access to this system is strictly limited to users associated to Boston University. All access is monitored and logged.' The footer contains the BioRAFT logo and copyright information: 'BioRAFT © v3.9.28 (Serine), All Rights Reserved' with links for 'Contact Us' and 'Mobile version'.

BioRAFT Dashboard

The screenshot displays the BioRAFT Dashboard interface. At the top left is the Boston University logo. The top right corner shows a user greeting: "Welcome, Cafarella Tanya" with links for "Home", "Support", and "Logout". Below the logo is a sidebar menu with a search bar labeled "Find Individual or Group" and a "Search" button. The menu includes sections for "Research Management" (with sub-items: Departments, Locations, Laboratories, Researchers, Smart Mailer, Hazards, Form Manager, Recycling Bin) and other categories like Inspections, Biologicals, Chemicals, Rad Management, Research Tools, Training, Equipment, and My Account. The top navigation bar contains tabs: View, Edit, Dashboard, Members, Chem, and Training. Below this is a secondary navigation bar with links: View, Spaces, Documents, Forms, Notes, Equipment, Lab Inspections, Self Inspections, and Correspondence. The main content area is titled "Lab" and contains three panels. The "Contact Info" panel lists details for the Principal Investigator, Lab Safety Coordinator, Department (650 Albany Street (X)), Building, Room Number, Mail Code, Phone 1, Phone 2, Fax, and Description (Lab Classification (Tier): 2). The "Compliance Summary" panel shows status indicators for Biological, Radiological, Chemical, Training, and Equipment, with a link to "View Full Report". The "Research Focus" panel lists Lab Categories (Research Lab), Major Hazard Categories (Biological, Chemical, Non-Ionizing Radiation, Physical, Regulated Activities), and Hazards Last Certified by PI (03/01/2017) with a "Require Recertification" link and an "Edit Hazards" link. At the bottom of the main content area, it shows "Lab Status: Active" with a link to "Set Status to Inactive". The footer includes the BioRAFT logo and version information: "BioRAFT © v3.9.28 (Serine), All Rights Reserved" with links for "Contact Us" and "Mobile version".

BOSTON UNIVERSITY

Welcome, Cafarella Tanya
Home | Support | Logout

View Edit Dashboard Members Chem Training

View Spaces Documents Forms Notes Equipment Lab Inspections Self Inspections Correspondence

Find Individual or Group Search

Lab

Contact Info
Principal Investigator:
Lab Safety Coordinator:
Department:
Building: 650 Albany Street (X)
Room Number:
Mail Code:
Phone 1:
Phone 2:
Fax:
Description: Lab Classification (Tier): 2

Compliance Summary
Biological:
Radiological:
Chemical:
Training:
Equipment:
[View Full Report](#)

Research Focus
Lab Categories: Research Lab
Major Hazard Categories: Biological, Chemical, Non-Ionizing Radiation, Physical, Regulated Activities
Hazards Last Certified by PI: 03/01/2017 [Require Recertification](#) [Edit Hazards](#)

Lab Status: Active [Set Status to Inactive](#)

BIORAFT

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Research Occupational Health Program

<http://www.bu.edu/rohp>

Home > Safety >

Research Occupational Health Program (ROHP)

On this page: [ROHP Services: Prevention, Diagnosis, and Treatment](#), [Agent Information Sheets](#), [Researcher Information to Assess and Avoid Risks in the Lab](#), [Forms and Questionnaires](#), [Additional External Resources](#)

Process Forms & Policies Contacts

As Boston University's research programs have grown, so have the needs of the occupational health program for researchers. To respond to the growth, Boston University has established a comprehensive Research Occupational Health Program ([ROHP](#)). This step enhances the health and safety of our researchers which is one of our primary concerns and ensures that occupational health is an integral part of our overall health and safety programs.

ROHP is part of the Office of Research Compliance serving Boston University and Boston Medical Center and is focused on the health, wellness, and safety of the University's scientific research community. ROHP promotes a culture of safety in research by utilizing comprehensive best practices to perform medical surveillance, workplace risk assessments, biosafety and agent training, and clinical occupational health services led by board certified Occupational Medicine physicians.

ROHP Services: Prevention, Diagnosis, and Treatment

- Pre-placement and Fitness to Work Evaluations
- On-the-Job Injury Care
- Immediate First Aid
- Follow-up care for work-related injuries and illnesses
- Coordination of health care and referrals to specialists

RESEARCH OCCUPATIONAL HEALTH PROGRAM (ROHP)

- [Agent Information Sheets](#)
- [Researcher information to assess and avoid risk](#)
- [Quarterly Incident Reports](#)

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- On-the-Job Injury Care
- Immediate First Aid
- Follow-up care for work-related injuries and illnesses
- Coordination of health care and referrals to specialists
- Work hazard identification
- Coordination of post-injury return to work
- Immunizations
- Medical Screening
- On-Site Training Programs
- Consultation on Health-related Issues at Boston University
- Medical Surveillance
- Case Management

Reporting Accidents and Injuries

- For injuries in the lab which are major medical emergencies (heart attacks, seizures, etc...):
 - **Medical Campus:** call or have a co-worker call the Control Center at 8-4444.
 - **Charles River Campus:** call or have a co-worker call BU Police at 617-353-2121. You will be referred to or transported to the appropriate health care location by the emergency response team.
- For lab exposures (needle sticks, cuts, scratches, splashes, etc...) involving infectious agents or for all animal bites including those involving animals infected with any hazardous agents or for unexplained symptoms or illness.
 - **Call the ROHP 24/7 hour number (617-358-ROHP [7647]).** ROHP will refer you to the appropriate health care location.

In the event of an accident the supervisor is required to complete an **Occupational Injury/ Illness Report** form (found on the ORC website) within 24 hours of the incident and submit to ROHP

The EHS office files a report for all incidents in the laboratory in a **Campus Incident Reporting System(CITS)**

The process is began with the report initiated by ROHP.

EHS then follows up with an interview with the injured person.

A document is filed containing:

- a description of the incident
- the responsive actions taken
- the root cause of the incident
- steps to follow to prevent recurrence.

Questions?

Please feel free to contact EHS at

- CRC main office 617-353-4094
- MED main office 617-358-7840
- Or <http://www.bu.edu/ehs/>
- Tanya Cafarella currently oversees the program, feel free to contact at tmealy@bu.edu.