Supervisor/PI Responsibilities

All CU employees who supervise hazardous materials-generators must personally complete the hazardous materials training annually.

They must also provide on-the-job training (OJT) to new waste generating personnel in the lab within the first six months of hire.

OJT must include:

- The training requirements for each employee.
- Review of general safety procedures such as:
  - type of PPE to use (e.g., proper gloves for the products they will use)
  - restricted activities (e.g., no food or drink in the labs)
  - safe practices specific to the activities being performed, and applicable safety protocol (e.g., review processes and applicable safety measures and precautions)
  - location of emergency features and response equipment such as spill kits, emergency drench showers/eye washes, emergency exits and evacuation routes.
  - what to do in the event of an emergency (fire, spill, etc.) and how to report emergencies and accidents/injuries.
- How to respond to possible chemical spills specific to the lab. Guidance on what type of spill would require evacuation of the area and/or building.
- Security issues associated with proper handling of hazardous, bio/infectious, and/or radioactive materials.
- General knowledge of chemical inventories, hazards posting, requirements for proper transport of chemicals across campus, and medical surveillance program availability.
- Sink disposal regulations, labeling and management of chemical waste containers, general reporting requirements, and other safety issues.

The provided OJT must be documented by the supervisor/PI on the On-the-Job General Safety Training form.

* The supervisor must ensure that the new employee walks at least two general evacuation routes from all the different areas related to their new responsibilities, which do not include use of an elevator. The employee must be provided with the fire response and evacuation policy/procedures for the University. The supervisor must ensure development of special procedures for individuals with disabilities which could hinder safe evacuation.

Never assume a new employee understands the purpose of audible alarms, and remember that verbal instructions provided over the intercom system will be in English.