

SAFETY FOCUS

RESPONSIBILITIES OF PERSONNEL WORKING WITH BIOLOGICAL MATERIALS AND THEIR SUPERVISORS

The University of Utah is committed to reducing the risks to individuals who may be exposed to hazardous biological materials. As such, all personnel must have been provided with, and trained on, materials (Standard Operating Procedures or SOPs) describing practices and procedures to follow in a laboratory, appropriate and functioning safety equipment, personal protective equipment (PPE), and how to respond in the event of an emergency.

WHO: Principal Investigators (PIs)/Supervisors must provide detailed instructions on the procedures that are to be conducted in the laboratory at the time of assignment and periodically thereafter, typically annually. Personnel must complete trainings provided by their supervisor and by EHS and demonstrate that they have understood the practices and procedures to be followed, the controls that must be utilized, how to don and doff PPE, and know what to do in the event of an accident or emergency.

WHY: All staff and volunteers of the University of Utah have individual responsibilities to take reasonable care for their own health and safety and for that of others who might be affected by their acts or omissions. They must cooperate with those persons who are responsible for health and safety to enable them to carry out their duties.

HOW: PI's and Supervisors must ensure that engineering and administrative controls are available in the lab to protect workers, and that equipment are working appropriately. They must provide PPE to personnel at no cost and ensure that personnel are trained on how to respond to an emergency situation, such as a spill of or exposure to biological materials. Detailed responsibilities of PI's and Supervisors are included in the University of Utah Biosafety

Manual and Exposure Control Plan (<https://ibc.utah.edu/biosafety-policies.php>).

PI's and supervisors are also required to register work with hazardous or potentially hazardous biological materials, as well as with recombinant or synthetic nucleic acids, with the Institutional Biosafety Committee (IBC) (<https://ibc.utah.edu/ibc-registration.php>). This submission must include a risk assessment for the work and describe engineering, administrative controls, and PPE requirements, as well as documentation of appropriate training

To assist PIs, Supervisors and personnel to meet their responsibilities, the IBC and the EHS Biosafety Team have generated multiple documents to provide information on procedures that can be followed, templates for standard operating procedures, and Fact Sheets on many of the hazards identified in labs. You may access these items on the IBC website at <https://ibc.utah.edu/>

