

Laboratory Safety Representatives - Duties (version March 2025)

Principal Investigators are responsible for ensuring good occupational health and safety practices in their laboratories, including ensuring all personnel receive the proper training according to Environmental Health and Safety Policies.

Although ultimately responsible, a Principal Investigator at the MNI may designate the Laboratory Safety Representative to supervise safety procedures in the laboratory.

Laboratory Safety Representative: This individual is usually a senior technician or lab manager. Under special circumstances a senior postdoctoral fellow might perform these duties but the designated person should NOT be a graduate or undergraduate student. The name, contact information and qualifications of the designated individual must be forwarded to the Lab Safety Committee by sending an email to labsafety.mni@mcgill.ca to register as the official representative of your laboratory/ies.

The duties of the Laboratory Safety Representative are:

- 1) To serve as the contact person for the lab(s) to receive information from the Lab Safety Committee
- 2) To monitor safety in the lab(s) under the responsibility of the Principal Investigator
- 3) To be familiar with the policies and procedures governing lab safety and emergency responses at the MNI and McGill as described in relevant safety manuals and on [The Neuro Lab Safety](#) and [McGill Environmental Health and Safety](#) web sites
- 4) To ensure compliance with WHMIS and other safety legislation
- 5) To attend training sessions
- 6) To assist PI in completing the [Assessment Tool to Identify Laboratory Hazards](#) to identify hazards
- 7) To assist PI to identify and monitor training requirements of laboratory personnel [see Safety [Training Record for The Neuro Laboratory Personnel](#) and other training materials to be provided by the MNI Laboratory Safety Committee].
- 8) To assist PI in providing orientation to the laboratory for all new personnel and regular review for all personnel. Have each individual complete the form [EHS-FORM-072 v1.0 LabSafetyOrientation](#) and keep the record in the laboratory
- 9) To maintain a folder containing safety training records of laboratory personnel
- 10) To maintain the online inventory of chemicals and other hazardous materials in the lab(s) under the responsibility of the Principal Investigator (through [myLab](#)) and ensure read only access to all members of the lab(s). Ensure that all lab members know how to access Safety Data Sheets (SDS).
- 11) To generate/update a Lab Information Card in myLab, post it at the entrance to the laboratory.
- 12) Post appropriate signage:
 - a. [Signs for Cold Room Doors](#)
 - b. [Signs for relevant hazards on doors](#) (radioactivity, biohazard, etc.)
 - c. Freezers in public areas must have a folder/binder attached listing contents, PI and emergency contacts
 - d. Emergency contact information inside the laboratory and post location of a First Aid kit. You may use the [First aid poster form](#) provided by McGill EHS, **BUT YOU MUST ADD "MNI – 514-398-5555" to the SPILLS/URGENCE ENVIRONMENT SECTION**. If maintaining a first aid kit in the lab, keep up to date through quarterly inspections - [First Aid Kit Inspection Form](#)
- 13) To conduct safety inspections (complete [The Neuro Laboratory Safety Inspection Checklist](#) monthly) and arrange correction of deficiencies.
- 14) To supervise proper disposal of hazardous waste (See [The Neuro Laboratory Safety Manual: Information, Policies and Procedures](#)).

NOTE: to reach some web links you may need to 'sign in' on the McGill home page with your McGill user ID and password.