

ii. Responsibilities

Principal Investigator/Supervisor Responsibilities

The PI/Supervisor has responsibility for the health and safety of laboratory personnel doing work in his/her laboratory. The PI/ Supervisor may delegate the implementation and management of safety duties for which he/she is responsible, but must make sure that any delegated safety duties are carried out.

What to do	How to do it
1. Identify use of BBPs or Other Potentially Infectious Materials (OPIM) in lab, implement and enforce safety procedures.	See Biosafety Website (Safety/Medical Monitoring, BBP) for more information, complete Appendix A.
2. Complete local Exposure Control Plan with personnel.	Complete this document.
3. Obtain Administrative Panel on Biosafety (APB) approval if needed.	See Biosafety website (APB) for more information.
4. Train personnel to work with BBP/OPIM, maintain training records.	PI/Supervisor to provide Tier III training; complete Appendix B, refer to Stanford University Biosafety Manual (Chapter 5)
5. Report BBP/OPIM exposure and sharps injuries.	See Biosafety website (Emergency Procedures/ Accidental Exposures) for more information.
6. Discuss Hepatitis B Virus exposure and vaccination; submit completed Hep B Vaccine Declaration Form to SUOHC within 10 working days.	See Stanford University Hepatitis B Vaccine Declaration Form .
7. Explain medical surveillance, consultation, examination available for personnel.	Refer to Stanford University Biosafety Manual (Chapter 6).
8. Provide and maintain Personal Protective Equipment (PPE), engineering controls and safety equipment.	See Biosafety website (General Laboratory Safety) for more information, complete Appendix C as needed.
9. Communicate potential hazards to laboratory visitors.	Refer to Stanford University Biosafety Manual (Chapter 7)
10. Have Local ECP available to personnel and regulators.	Keep completed copy, along with annual updates and training records, available for reference. Include copy of Stanford University Institutional Exposure Control Plan , or know where to obtain one as needed.

Laboratory Personnel Responsibilities

Laboratory personnel who work with Blood/BBP/OPIM have the responsibilities listed below. Consult with your PI/Laboratory Supervisor as you implement your responsibilities.

What to do	How to do it
1. Complete Local Exposure Control Plan with PI/Supervisor.	Complete this document. See Stanford University Institutional Exposure Control Plan for additional information as needed.
2. Review and understand blood/BBP/OPIM hazards and hazards of laboratory procedures prior to conducting work.	See Biosafety website (Safety/Medical Monitoring, BBP) for more information, complete Appendix A.
3. Complete all required health and safety training.	Complete Tier I (general laboratory safety), Tier II (BBP training) and Tier III (lab specific training by PI/Supervisor) and Appendix B. In addition, refer to Stanford University Biosafety Manual (Chapter 5).
4. Use PPE, engineering controls and safety equipment.	See Biosafety website (General Laboratory Safety) for more information, complete Appendix C as needed.
5. Confirm PI has APB approval for use of non-exempt biohazardous materials (if being used) and appropriate personnel are listed.	See Biosafety website (APB) for more information.
6. If required by job responsibilities, participate in medical surveillance program.	Refer to Stanford University Biosafety Manual (Chapter 6).
7. Promptly report accidents and unsafe conditions to PI/ Supervisor.	See Biosafety website (Emergency Procedures/Accidental Exposures) for more information.

Environmental Health & Safety Responsibilities

1. Medical Services	EH&S will make provisions for all appropriate required medical services.
2. General laboratory safety training	EH&S provides general laboratory safety Tier I training; see http://www.stanford.edu/dept/EHS/prod/training/index.html for additional information.
3. Blood Borne Pathogen training	EH&S provides Tier II BBP training via a web based format, with mandatory annual updates (https://axess.stanford.edu/)
4. Personal Protective Equipment	EH&S provides consultation or advice on PPE
5. Sharps Injury Log	EH&S will maintain the OSHA Sharps Injury Log and carry out annual reviews of the Log; any identified trends or concerns will be reviewed at the University level by a group comprising of representation from EH&S, Stanford University Occupational Health & Safety, researchers and clinical users, as appropriate. Review will include, but not be limited to the following: <ol style="list-style-type: none"> 1. Area/Department involved 2. Type/model/brand of sharp 3. Task or procedure performed 4. Description of incident 5. Training