



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.