

## About Risk and Safety Solutions

The Chancellor's Office has implemented a set of tools designed to improve safety and facilitate regulatory compliance in laboratories across the CSU system. Cal Poly has begun using the software developed by the University of California. Environmental Health and Safety will be rolling this out to laboratory areas on campus Fall quarter 2018 with full implementation scheduled by July 2019.

The software includes three integrated modules:

- **Assessment:** This tool allows principal investigators to identify hazards related to their research and share this and other critical safety information about these hazards with the members of their lab.
- **Inspect:** A flexible, customizable tool that manages the scheduling, completion and long-term tracking of safety inspections. It is available for phones, tablets and desktops.
- **Chemicals:** A chemical inventory management tool that uses a barcoding system to quickly add chemicals to an inventory. It includes a library of chemicals that are referenced to populate chemical details, like hazards and first aid information. Chemicals is available in a native phone application as well as for tablet or desktop.

## What does this mean for you?

As a faculty, Principal Investigator (PI), staff, or student working in a laboratory area you will be using the tools listed above. Your laboratory area will need a Responsible Person named along with the location. A template will be sent to the safety coordinator in your department to submit this information. If you are the Responsible person for an area under your control, you will name a Delegate and the members in your laboratory area.

## RSS Roles

Your role is determined by the following designations:

**Responsible Person-** the "Responsible Person" is accountable for the health and safety of a group of people in their working environment. In a research environment, this would be the Principal Investigator (PI). In a classroom laboratory, this would be the course coordinator or the faculty member that sets the curriculum in the laboratory.

**Delegate-** this is a person that you designate your "delegate" for the area you will be working in. This might be a graduate student, post doc, or senior research student in a research lab. In a teaching space, this would likely be the technician who supports the laboratory.

**Members-** are other faculty, staff or students in the laboratory. In a teaching lab, this would be all other teaching faculty. In a research lab, this would be anyone else working with you (student, staff, research assistants) that is not designated as a delegate above.

It is highly likely that these roles may change from quarter to quarter in a teaching lab and year to year in a research lab. The Responsible Person, delegate, members and location may be changed as often as needed.

## Implementation Schedule

Module	Timeline:	Comment:
Assessment	12/30/18	Responsible Person completes assessment for laboratory area
Inspect	3/30/19	Inspections completed using Inspect.
Chemicals	7/1/19	Chemical inventory is transferred to Chemicals application