

Laboratory Safety Coordinators



Overview

In order to facilitate the communication and education of safety requirements in laboratories, a Laboratory Safety Coordinator (LSC) role has been formalized for Weill Cornell Medicine (WCM) laboratories. The goal of formally designating a LSC is to identify a laboratory contact, if other than the Principal Investigator (PI), to assist Environmental Health and Safety (EHS) in implementing laboratory safety programs, coordinating safety trainings, rectifying safety violations and maintaining overall laboratory compliance, including hazardous waste management. The designation of a LSC will not diminish the PI's overall responsibility for safety and laboratory compliance.

LSC Responsibility

The LSC is a person designated by the PI, if other than him/herself, to coordinate safety activities in the areas below. EHS will keep this person apprised of environmental health and safety issues and requirements impacting WCM labs through:

- Coordinating and implementing laboratory safety programs and compliance.
- Coordinating EHS safety trainings.
- Assisting in developing, implementing and training laboratory staff on high hazard operating procedures.
- Maintaining [Laboratory Safety Registration](#) (LSR) renewals in [Weill Research Gateway](#)
- Informing the EHS SA about changes to lab protocols, and as necessary initiate lab registration amendments
- Assisting with the annual lab safety audit and implement the corrective action on audit findings.
- Maintaining a SALUTE Chemical Inventory and Safety Data Sheets.
- Maintaining the Lab Roster eform in [Weill Research Gateway](#) and Employee Roster in Salute.
- Training the laboratory staff on using the [ChemWatch Electronic Safety Data Sheets](#).
- Ensuring Fire Department (FDNY) Certificates of Fitness are maintained and assisting with annual FDNY laboratory inspections.
- Inspecting and maintaining safety equipment, spill kits, and emergency egress pathways.
- Managing hazardous waste practices for chemical, biological and radiological wastes.

PIs can designate or make change the LSC designation at any time by contacting designated EHS Safety Advisor. PIs with multiple lab locations may designate additional LSCs for each location, but should not designate more than one LSC per lab location.

Contact EHS at 646-962-7233 or ehs@med.cornell.edu with any questions or comments regarding the LSC.

Please note: Safety Coordinator will receive editing rights to PI's laboratory registration forms in WRG-RS upon submission of [Access Request Form](#)

References

Environmental Health and Safety website, <https://ehs.weill.cornell.edu/>

Laboratory Safety Registration (LSR), <https://ehs.weill.cornell.edu/forms-resources/we-offer-services/laboratorians>

[Institutional Biosafety Committee \(IBC\) website](#)

[Instructions how to obtain access to WRG-RS](#)

[WRG Instructions how to submit the IBC Application](#)

[WRG Lab Registration Guide](#)



**Weill Cornell
Medicine**

Environmental Health and Safety

TEL 646-962-7233 WEB [weill.cornell.edu/ehs](https://ehs.weill.cornell.edu/ehs) EMAIL ehs@med.cornell.edu

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