



DATE: October 1, 2008

TO: Laboratory Principal Investigators and Administrators of Laboratory Departments

FROM: Mark Cavanaugh *Mark E. Cavanaugh*
 Director, Environmental Health and Safety

SUBJECT: University Laboratory Safety Training Compliance

Environmental Health and Safety (EH&S) has noticed a decline in Lab Safety Training compliance for the University's research laboratories in 2008. This represents a serious concern since our federal regulators such as Occupational Safety & Health Administration (OSHA), EPA (Environmental Protection Agency), and Centers for Disease Control and Prevention (CDC), and grant sponsors such as the National Institutes of Health (NIH) require that laboratory employees receive annual safety training. I am requesting that you review the Lab Safety Training records of your laboratory employees and ensure that those individuals, who have not completed their training within the last 12 months, complete it immediately.

Please note the following:

- Lab Safety Training is an institutional requirement for laboratory personnel and their Principal Investigators. It is not optional. The program is offered through the web or in classroom style. For details, see this link <http://www.safety.rochester.edu/ih/ihlabhome.html>
- Departments and laboratories are ultimately responsible for ensuring training compliance of their employees. This includes Lab Safety Training.
- With the transfer of the Lab Safety Training records to the HRMS system in 2007, EH&S is no longer able to provide periodic compliance reports or reminders to departments and their labs. **Departments and labs must remind their own employees to complete this important institutional requirement.**
- **Staying current with the University's annual safety training requirement will also expedite institutional approvals for research grants/projects.**
- Individual training records are found through HRMS <https://psportal.its.rochester.edu/psp/PAPRD/?cmd=login>. The navigation is Self Service > Learning and Development > Training Summary.
- A consolidated training records report for several individuals can be generated using the HRMS system. For people who already have compliance access because they enter HIPAA and Mandatory compliance course, they now automatically have access to this query. The navigation is Manager Self Service > Learning and Development > Compliance Queries > Laboratory Safety. This query will look for employees that have taken any of the Lab Safety courses below. Contact Annette at HRMS for further assistance with developing your tailored report.

EHS018 Laboratory Safety (Live)	EHS019 Departmental conducted Lab Safety
EHS020 Biological/Chemical/Animal	EHS021 Biological/Chemical
EHS022 Chemical/Physical/Animal	EHS023 Chemical/Physical
EHS024 Phlebotomists/Study Coordinators	EHS025 Clinical Laboratories Lab Safety

Thank you for your attention and should you have questions regarding Lab Safety Training, please feel free to contact Janet Ives, Biosafety Officer or Bob Passalugo, Sr. Industrial Hygienist, both of my office.