

GSR ROLES & RESPONSIBILITIES

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Physical Sciences Complex

WHAT IS A GROUP SAFETY REPRESENTATIVE (GSR)

- An individual identified by the PI to assist in managing the day-to-day operations of the laboratory as it pertains to safety practices and procedures.



GSR ROLES

- Basic Responsibilities
 - Serve as a liaison between PI, group members, Facility Manager, Safety Manager, EH&S personnel, and other offices.
 - Distribute information from EH&S, Health & Safety Manager, etc. to group members, as well as bringing questions, concerns and suggestions from group members to these persons/groups.
 - Attend semi-annual meetings with other Group Safety Representatives and the Health & Safety Manager. Meetings include discussion of safety information, policies, and concerns.

GSR ROLES

- Assist in departmental and campus based safety training programs.
- Relay information to group members about specific hazards, emergency procedures, routes of egress, access to Material Safety Data Sheets, location and use of safety equipment, etc.

GSR ROLES

- Laboratory Orientation
 - Identify new members to the lab group
 - Assist new group members in obtaining keys for office and laboratory spaces
 - Provide space orientation which includes locations of emergency exits, equipment, laboratory specific procedures , etc (section 2B of Physical Sciences Complex User Orientation & Access/ Key Request Form)
 - In concert with the PI, review and discuss basic and supplementary training requirements for work to be conducted in the lab (sections 2A and 2C of key request form)
 - Indicate the required Personal Protective Equipment (PPE) to be worn when conducting tasks in the lab

TRAINING OF NEW PERSONNEL

- [Physical Sciences Orientation & Access Request Form](#)
- Review of the Cornell University Department of Chemistry and Chemical Biology Laboratory Manual & Chemical Hygiene Plan
- Safety Course Listing
 - <http://sp.ehs.cornell.edu/training/Pages/Safety-Course-Listing.aspx>
- Required training
 - [EH&S training tool](#)
- Recommended training
- Research specific training

GSR ROLES

- Lab Management
 - Alert the Health & Safety Manager when new chemicals, processes or equipment hazards are introduced into the lab, which may require a formal review to ensure adequate training and safety measures are in place.
 - Assist in the maintenance of the research group's chemical inventory using Vertere Inventory Management System
 - [https://vertere.ehs.cornell.edu:8484/\(S\(iy4du1qticyirhilzixtczne\)\)/Login.aspx](https://vertere.ehs.cornell.edu:8484/(S(iy4du1qticyirhilzixtczne))/Login.aspx)
 - MSDS can be found in ChemWatch
 - <http://sp.ehs.cornell.edu/lab-research-safety/research-safety/msds/Pages/default.aspx>
- Laboratory Inspections
 - Assist in safety inspection of research group labs, distribute inspection results, and coordinate the abatement of safety violations.
 - Provide direction and/or assistance to group members to correct safety violations.

LABORATORY ACTIVITIES REQUIRING PRIOR APPROVAL

- **Use of restricted Materials**
 - Arsine
 - Cyanogen, Hydrogen Cyanide and inorganic cyanides
 - Hydrogen Fluoride (anhydrous)
 - Hydrogen sulfide (cylinders)
 - Nickel carbonyl
 - Perchloric Acid and other Perchlorates
 - Phosphine
 - Other Poison Inhalation Gases
 - Other highly toxic materials ($LD_{50} \leq 50 \text{ mg/ kg}$) or ($LC_{50} < 200 \text{ ppm}$)

LABORATORY ACTIVITIES REQUIRING PRIOR APPROVAL

- **Use of Recombinant DNA (rDNA)**
- **Use of biohazardous materials**
 - infectious agents
 - cell lines, human blood and body fluids
- **Use of Animals in Research**
- **Use of Radioisotopes**

GSR ROLES

- Housekeeping & Waste Management
 - Oversee and coordinate general safety and housekeeping practices for group's laboratories.
 - maintain waste disposal information and records
 - Assist group in managing disposal of special wastes, sharps, bio-waste, high hazard wastes, etc.,
 - ensuring an overall clean and well-kept appearance to the group's laboratories.

GSR ROLES

- Emergency Management
 - Assist PI, Health & Safety Manager, and EH&S personnel in contingency planning for safety aspects of emergency and non-emergency situations.
 - power outages (planned and unplanned)
 - fire drills and evacuations
 - chemical spills
 - Accidents or injuries

REPORTING OF ACCIDENTS, INJURIES, EXPOSURES & ILLNESSES

- [Cornell University Injury/ Illness database](#)