

## **Safety Officer**

**Shawn Dirk 7 September 2001**

The Tour group Safety Officer is responsible for the implementation and enforcement of any and all Rice University and Tour group safety policies and protocols involving chemical transportation, chemical storage, and chemical use.

The Safety Officer is responsible for ensuring that the chemical hygiene clearance form has been read, understood, and signed by all individuals working in the Tour group laboratories or instrument room. In an effort to ensure compliance with the hygiene plan the Safety Officer should make weekly inspections off all laboratory facilities including inspection of safety showers, eyewash stations, and fire extinguishers. If there is a problem any emergency equipment the Rice University Environmental Health and Safety Department should be notified. These inspections are also designed to ensure that each Tour group member working in the laboratory is carrying out prudent laboratory safety practices. All violations should be discussed with the individual violating the hygiene plan and steps should be taken to correct the situation. All violations should be reported to Dr. Dustin James (lab manager) or Dr. James Tour.

Further responsibilities include the upkeep of the Material Safety Data Sheet (MSDS) library housed in the chemical storage area. It is the responsibility of all Tour group members to acquire a MSDS sheet for any new chemical that is being used in the lab and hand that MSDS sheet to the Safety Officer.