

Lab owner responsibilities

The first responsibility of a lab owner is to have completed the [UBC online mandatory training for all supervisors course](#) if there are plans to have students/volunteers in the lab. The course is so that supervisors know what their roles and responsibilities are when they take on students/volunteers.

The second responsibility of a lab owner is to ensure all lab members have taken the required UBC Safety and Risk Services (SRS) safety courses and records are kept on file. Any other training on using equipment or non-SRS lab safety training must be recorded and kept on file.

The third responsibility of lab owners is that scheduled tasks are needed to be preformed as required by WorkSafeBC and SRS. Just like owning a car, regular maintenance is required, this includes:

1. Having an accessible up-to-date chemical inventory list.
2. Provide personal protective equipment (PPE) i.e. having lab coats readily available at the entrance of the labs and gloves.
3. If there are eye wash/shower stations in your lab that they are tested regularly. Eye wash stations require testing monthly while showers are yearly. The records for each of the testing must be easily accessible.
4. Monthly lab inspections must done and are easily accessible.
5. That all occupants are trained on how to access first aid when needed.
6. That the lab is kept tidy and all equipment are in good condition.
7. That all occupants have easy access to the chemical (and Safety Data Sheets), biological, or radiation safety manuals (whichever one applies to your lab).

All records must be easily accessible in case there is a WorkSafeBC or SRS safety inspection. All template forms and posters can be found on the zoology safety website [here](#).

Please contact Patrick Tamkee (tamkee@zoology.ubc.ca) if you have any questions.