

CAES Safety Officer's Roles and Responsibilities

CAES Safety Officer's Roles:

- Provide leadership in the establishment and implementation of CAES Environment, Safety, and Health (ES&H), training and operations procedures and standards (e.g., Standard Operating Procedures [SOPs]).
- Serve as co-chair of the CAES Safety Committee.
- Coordinate the work planning, review, and approval processes for work performed in CAES.
- Provide authorization for projects to commence work in CAES laboratories.
- Ensure laboratory work is performed in accordance with the [Idaho State University Safety Manual](#) and CAES standards.
- Establish and implement effective self-assessment and assurance programs for CAES.

CAES Safety Officer's Responsibilities:

- Manage CAES Operations and ES&H processes to ensure safe, efficient, and compliant work processes.
- Establish CAES SOPs (ES&H and Operations) to include waste management and disposal, chemical management (see [CAES Safety Officer's Roles for Chemical Management in the Chemical Hygiene Plan](#)), and radiological practices.
- Maintain a working level knowledge of CAES' ES&H and Operations, SOPs and Standards.
- Communicate expectations for "Working in CAES" processes and that personnel follow CAES work policies, standards, and procedures; and a strong safety culture.
- Maintain an active and effective CAES Safety Committee.
- Ensure lessons learned are communicated to CAES tenants.
- Maintain an effective self-assessment and lessons learned program.
- Observe and ensure that lab leads are competent and effectively execute their R2A2s.
- Maintain an awareness level/knowledge of research and associated hazards for work performed in CAES laboratories.
- Improve performance by conducting periodic surveillances and assessing project execution and providing feedback to improve performance.
- Work with ISU Building/Facility Managers to document, prioritize, and correct facility and equipment problems; report deficiencies that exceed existing resources to CAES management.

CAES Safety Officer's Accountabilities:

- To CAES Directors and the ISU Technical Safety Office for compliance with applicable laws, regulations, standards, policies and procedures.

CAES Safety Officer's Authorities:

- Approve work management documentation and projects to be performed in laboratories; utilize subject matter experts as needed to support the work planning, review, and approval processes.
- Verify project readiness in accordance with [CAES Readiness Check](#).
- Stop work in accordance with [CAES Stop Work Authority](#).
- Approve resuming work after a Stop Work that effected multiple laboratories or non-laboratory facilities.
- Maintain CAES operating procedures and approve standards for safety signage.
- Remove access to CAES or labs for projects/staff that are not upholding standards and requirements.