The best way for a supervisor to maintain a safe and efficient lab and to manage liability as an employer is to participate fully in the UVM Lab Safety Plan and document that participation. There are four basic aspects to this participation: leadership, delegation, administration and follow-up.

**Leadership:**
- Set a good example in the laboratory on a daily basis;
- Regularly discuss safety issues during lab meetings;
- Review the UVM Laboratory Safety Plan and consult the Environmental Safety website and staff when safety questions arise.

**Delegation:**
- Designate a skilled and experienced person as Lab Safety Officer. Assign them to oversee the safety program, but not to do all safety tasks for everyone. If you don’t have such a person available, you’ll need to take on this role yourself.
- Design your safety program so that everyone working in the lab shares the safety tasks.

**Administration:**
- Identify occupational health issues, including medical monitoring needs, specific to your work;
- Make personal protective equipment (PPE) determinations and then provide required PPE to lab workers, make sure they use it properly.
- Review an individual’s safe lab practices as part of the annual performance appraisal;
- Obtain all required reviews and authorizations for the use of special materials, such as recombinant DNA, infectious agents, DEA regulated or radioactive materials, or lasers;
- Identify and control other hazards such as electrical, fire, ventilation, egress, cryogens, ovens and incubators, nanomaterials, compressed gases, strong magnets, slip and trip hazards, ergonomics, and lab security concerns;
- Consult with UVM’s Office of Capital Planning and Management or Physical Plant Department when planning changes to your laboratory or additions of major equipment that can impact existing ventilation, electrical or plumbing systems. This will assure that the work meets city building code requirements and is priced accurately.
- Properly decommission your lab when you leave UVM or move to a different space.

**Follow-up:**
- Review delegated tasks such as the monthly Lab Self-Inspections and training and review the Lab Safety Notebook periodically;
- Ensure that everyone in the lab has the UVM-specific training they need, the documentation of this training is on file, and they are using the proper controls and waste procedures;
- Monitor the storage conditions of irreplaceable research material, including animal colonies outside of the central animal care facility, frozen medical samples, etc. In order to reduce the risk of losing sensitive research material, be sure alarms associated with freezers or incubators are working properly and current emergency contact numbers are located on storage equipment as well as in the on line Laboratory Inventory.

While many of the suggestions above may seem like common sense, experience at UVM has shown that all of them require continued attention from the laboratory supervisor to maintain a safe and productive lab.

Revised 4/2010