1. Scope:
Department Safety Representatives (DSR) provide an important link between the laboratory and Environmental Health and Safety (EH&S). DSR’s are the eyes and ears that help extend the safety network across campus. They play an important role in helping to improve campus safety, identify hazards and help to prepare for and deal with emergency situations. The role of the DSR is to communicate to their coworkers, train, inspect their labs, answer questions on safety, act as emergency coordinator / fire warden, enforce safety rules, and help in many ways to make every lab safer.

2. Communicate the Health and Safety Policy to staff
Distribute copies of EH&S handouts (ex. EH&S newsletter)
Increase your awareness and promote EH&S programs

3. Promote health and safety training
Train on standard operating procedures
Forward EH&S email training announcements
Inform supervisors of the need for safety training and their responsibility for ensuring their staff and students have received required safety training
Obtain EH&S training for yourself related to health and safety issues present in your areas and share your training and knowledge with your co-workers.

4. Promote conducting hazard assessments
Completing HASP for all areas with hazards
Assist with identification of what engineering controls are needed (fume hoods, emergency showers and eyewashes, etc.)
Identify and recommend Personal Protective Equipment (PPE) use in laboratory operations.

5. Conduct self-inspections and audits to identify hazards.
Conduct self-inspections
Participating in EHS & BTI Inspections.

6. Watch out for safety
Broken, damaged or missing fire protection equipment
Missing or discharged fire extinguishers
Correct hazards that may cause injury or physical damage.
Check eyewashes.
7. Assist during Emergencies
At major emergencies, a command post is established to control and manage the incident. Meet with emergency responders at that command post. Usually the command post will be found at EH&S vehicle #2418 or Ithaca Fire Department vehicle #963. Provide Emergency Responders with information.

8. Fire warden:
In a fire emergency, Department Safety Representatives will take on the role of what is commonly called a fire marshal or fire warden for the lab he/she works in. This role is to assure the fire safety for the lab. Prevention of fires is important. Every month, the DSR should check fire extinguishers, safety showers, etc. Check to make sure flammables are properly stored, combustible materials are not near open flames, and people are fire safety conscientious.

During a fire (or fire drill) evacuation, the DSR should check their labs to be sure everyone is leaving by the nearest exit. Check experiments or equipment to be sure none of these could create additional hazards (i.e. turn hot plates off). Close the door, leave the lights on, etc. On your way out check the other labs you pass to be sure everyone on your floor is evacuating.

Once you evacuate to the parking lot, sidewalk etc. have everyone from your lab come together and check faces to be sure everyone from your lab is there. If there are missing people, please make note and notify the emergency responders.

If the evacuation occurs during off hours, weekends, etc., then the most senior person in the lab or on the floor should take on the role of a fire warden.

9. Emergency Contact:
Cornell Campus Police 911 (accidents, spills)
Environmental Health and Safety 5-8200
Gannett Health Center 5-5155
CHEMTREC 1-800-424-9300

10. References:
- OSHA 29 CFR 1910.1450 Occupational Exposures to Hazardous Chemicals in the Laboratories
11. **Definitions:**
Most commonly used terms are defined in *Hawley's Chemical Dictionary*.

12. **Disclaimer:**
See [Disclaim.txt](#).

13. **Revisions:**
1. 1/7/2013 Original Issue
2. 3/15/2016 Update to new BTI document template and update to new BTI logo.
   Delete training form.