

Appendix A

JOB DESCRIPTION

Lab/ Workshop Safety Coordinator:

- Supervises the safety activities of all laboratories across the department.
- Conducts safety inspections for all labs in coordination with lab custodians and department chairman.
- Performs annual risk assessments for all labs in coordination with lab custodians.
- Ensures that all staff members and students are aware of relevant health and safety regulations and guidelines.
- Maintains records of risk assessments, safety inspections, hazard material handling, and periodic laboratory safety training for staff and students.
- Ensure that all lab users are equipped with the required personal protective equipment (PPE) and ensure that such PPE's are maintained properly and used correctly.
- Ensures that the first aid kit cabinet contains all essential medicines, bandages, sterilized cotton, and antiseptic lotions with proper expiry dates.
- Manages inventory for labs and obtains safety data sheets (SDS) wherever needed.
- Maintains current and archived SDS.
- Coordinates with JIC concerned departments to review and modify all laboratory safety policies and procedures as necessary.
- Documents all safety-related activities.
- Enforces daily good safety practices.
- Ensures that all safety signs and emergency exit signs are in place.
- Reports all accidents, incidents, or suspected occupational illnesses to the department chairman without delay for corrective actions.
- Represents the department in college-wise occupational health and safety-related activities.
- Coordinates random fire drills.
- Performs other duties as assigned by the Chairman, Deputy Education, and Training Affairs, and Managing Director.