

# Online Safety Management Checklist for Principal Investigators and Lab Safety Contacts

## Online Safety Management

Using this checklist will assist you in completing the following required items:

1. An annual evaluation of the Lab Safety Plan must be completed by the laboratory group to determine necessary revisions or updates.
2. Ensure that all laboratory personnel receive comprehensive training for the hazards they will encounter in the laboratory and to perform all procedures safely.
3. Contact information and hazards should be updated as necessary, at least annually, by the laboratory group on the Division of Research Safety's website so that they can issue an updated door sign.

## Annual Checklist for PIs and/or LSC's

- Update [personnel](#).
  - Ensure your personnel list is current.
  - Ensure you have at least one person listed as a Safety Contact (SC) and that these individuals and their assigned responsibilities are known to all laboratory personnel.
  - Update the "contact card" on your laboratory profile page to include current emergency contact information for both the PI and the SC.
- Update your laboratory [hazard profile](#).
  - Ensure hazard profile includes current information on biohazard levels, isotopes, x-ray equipment, high powered lasers, electrical and chemical hazards.
  - Ensure new (and existing) hazards have the appropriate SOPs and training available for review in the Lab Safety Plan.
  - Ensure new staff receive the appropriate training based on your hazard profile and existing Lab Safety Plan and that all staff review updates to the hazard profile and Lab Safety Plan.
- Ensure your [laboratory door sign](#) is current.
  - DRS is automatically notified when a hazard profile has been created or updated and when there have been changes to the Safety Contacts for a lab and will create and post a new sign. If you do not receive your door signs **within two weeks** of making changes to the hazard profile or SC information contact DRS at [labsafety@illinois.edu](mailto:labsafety@illinois.edu).

## Additional Resources

[Online Safety Management](#)

[Standard Operating Procedures \(SOPs\)](#)

[Risk Assessments](#)

[Creating and editing your DRS profile](#) – Video tutorial

[Safety Contact Training](#)