

UIS Laboratory Safety Policy

I. Policy Information

Policy Title: Laboratory Safety Policy

Policy Owner: Provost Office

Responsible Office: UIS Office of Laboratory Safety and [Environmental Health & Safety \(EHS\)](#)

Approved by: UIS Chancellor by recommendation of the Cabinet

Date Originally Approved: 1/28/2026

Last Revision Date: N/A

Revision Effective Date: N/A

Targeted Review Date: 8/16/2027

Contact: Associate Dean, CHST/Director of UIS Office of Laboratory Safety and Director of Environmental Health & Safety

Related Policies/Procedures:

UIS Laboratory Safety Committee Website linked from Office of the Provost

Biosafety Manual

Bloodborne Pathogens Manual

Chemical Hygiene Plan (CHP)

UIS Chemical Safety Policy

II. Scope

This policy applies to all University Community Members engaged in university-sponsored teaching, research, or laboratory-related activities on University of Illinois Springfield (UIS) Property.

III. Definitions

University Community Members means any faculty, staff, students, registered student organizations, affiliates or visitors.

IV. Purpose

This policy establishes the responsibilities and infrastructure needed to ensure safe, compliant, and effective laboratory environments at the University of Illinois Springfield (UIS). It reflects the university's commitment to protecting students, faculty, staff, and visitors, and to maintaining compliance with applicable federal, state, and institutional safety regulations.

V. Policy

All individuals participating in university-sponsored activities and lab operations must comply with all federal, state, and local laws and regulations and university policies, procedures, and applicable safety guidance. These include, but are not limited to, university policies, protocols

defined in the Chemical Hygiene Plan (CHP), Bloodborne Pathogens Manual, Biosafety Manual, and the UIS Chemical Safety Policy.

All members of the university community have a responsibility to uphold a culture of safety and to actively contribute to the identification and mitigation of laboratory hazards.

This policy will be implemented with the following authority and roles:

Authority: The following committees and units have delegated responsibility for lab safety governance and oversight at UIS:

UIS Laboratory Safety Committee – co-chaired by the Director of UIS Office of Laboratory Safety and the Director of Environmental Health & Safety and focused on institutional oversight and policy guidance, including reviewing and recommending core safety policies and procedures to the Provost, advising on campus-wide standards, convening subcommittees, overseeing compliance, and serving as a communication and coordination body across colleges. Coordinates across campus between the University Lab Safety & Operations Manager and related positions, the Associate Vice Chancellor for Research, Institutional Review Board, Director of Field Stations, Animal Care Representative, and CLASS Representative.

Environmental Health & Safety (EHS) – operationally based in Facilities & Services. The office is responsible for:

- Occupational Health & Safety: ergonomics, personal protective equipment (PPE) use, and safe working conditions
- Chemical Safety & Hazard Communication: proper labeling, storage, and handling of hazardous materials
- Fire & Life Safety: fire code compliance, evacuation planning and drills
- Training & Compliance: delivering safety trainings, including occupational safety such as bloodborne and hazardous material awareness.
- Incident Reporting & Investigation: managing campus-wide safety incidents and corrective actions.
- Emergency Response Planning: leading planning for any emergency response protocol such as chemical spills and biosafety hazards.

UIS Office of Laboratory Safety – operationally based in the College of Health, Science, and Technology (CHST). This office is responsible for:

- Lab Safety Management: recommending lab safety policies to the UIS Laboratory Safety Committee, and developing and implementing lab safety protocols for chemical, biological, radiological, electrical, laser, and field-related hazards.
- Housing the University Lab Safety & Operations Manager, the Chemical Safety Officers, and the Biosafety Officer and other related committees including Institutional Chemical Safety Committee, Institutional Animal Care & Use Committee, and the Institutional Biosafety Committee.

- Overseeing the Chemical Hygiene Plan (CHP), Biosafety Manual, and related documents.
- Training & Tracking: coordinating required safety training for lab personnel and tracks certifications.
- Faculty & Researcher Support: advising on Standard Operating Procedures (SOPs), hazard assessments, and risk mitigation strategies.
- Compliance & Audits: conducting inspections, supporting internal and external audits, and ensuring policy adherence.
- Incident Response: leading follow-up on lab incidents, including documentation and root cause analysis with frequent reporting to the UIS Laboratory Safety Committee.
- Special Topics: overseeing safe transport of hazardous materials and supporting compliance with the Public Health Service Policy on Humane Care and Use of Laboratory Animals.

Roles: The following roles and units are responsible for implementing and supporting lab safety policies and procedures:

University Police are responsible for oversight of emergency response and campus-wide crime prevention and public safety.

University Units are responsible for ensuring contractors and subcontractors receive appropriate safety information and adhere to university safety protocols.

Deans, Directors and Department Heads are responsible for ensuring that safety policies are implemented and followed within their units. They must allocate resources needed to support safety practices and compliance and work with the UIS Laboratory Safety Committee, Office of Laboratory Safety, and EHS to resolve safety concerns.

Faculty, Investigators and Supervisors and others who oversee research, teaching or operational activities must:

- Maintain a safe environment under their supervision.
- Ensure all personnel complete appropriate safety training.
- Provide and enforce use of necessary personal protective equipment (PPE).
- Follow approved procedures and enforce safety protocols.

All other members of the university community must:

- Follow applicable lab safety policies and protocols.
- Complete required safety trainings.
- Take personal responsibility for their own safety.
- Act in ways that protect the health and safety of others.

VI. Consequences for Violations of this Policy

If any individual violates the terms of this Policy, disciplinary action will be taken in accordance with relevant disciplinary procedures contained in the relevant statutes, handbooks, policies, procedures, practices or contracts. Any disciplinary action taken will be commensurate with the nature of the violation and will consider factors and circumstances relevant to each specific case. Disciplinary action for violations of this policy can include, but are not limited to, written warnings, loss of privileges, mandatory training or counseling, probation, suspension, demotion, exclusion, expulsion, discharge, and termination of employment.

VII. Exceptions

There are no exceptions to this policy.

Date approval recommended by Chancellors Cabinet: 01/29/2026

Date approved by Chancellor: 01/29/2026

Chancellor Signature: 