

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: 01/27/2026

Last Revision Date: 06/02/2026

Revision Effective Date:

Targeted Review Date: 8/16/2027

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

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.

II. Definitions

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

University of Illinois Springfield (UIS) Property means all buildings, grounds and other internal and external spaces owned, controlled or leased by the university.

III. Purpose

This policy establishes the institutional framework for laboratory safety governance at the University of Illinois Springfield (UIS). It reflects the university's commitment to regulatory compliance, risk mitigation, the protection of students, faculty, staff, and visitors, and to maintaining compliance with applicable federal and state law and regulations.

IV. Policy

All individuals participating in university-sponsored laboratory activities and operations must comply with all applicable laws, regulations, and university policies and procedures, including but not limited to the Chemical Hygiene Plan, Bloodborne Pathogens Manual, Biosafety Manual, and related safety standards.

UIS maintains a coordinated laboratory safety governance structure composed of institutional oversight bodies and operational safety offices responsible for policy development, implementation, training, inspection, and compliance monitoring.

Laboratory safety is a shared responsibility across the institution. All members of the university community must uphold a culture of safety and contribute to the identification and mitigation of laboratory hazards.

This policy is implemented through the authority and roles outlined below.

Authority and Governance

UIS maintains a coordinated laboratory safety governance structure with differentiated responsibilities to ensure institutional oversight, regulatory compliance, and effective risk management.

- The UIS Laboratory Safety Committee provides 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 the university between the Director of UIS Office of Laboratory Safety, Director of Environmental Health & Safety, 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. The Chair of the Laboratory Safety Committee is appointed by the Provost.
- Environmental Health & Safety serves as the university's authority for campus-wide occupational and environmental safety compliance.
- The Office of Laboratory Safety, operationally based in the College of Health Science and Technology (CHST) provides laboratory-specific safety protocols and provides program implementation and operational support.

These entities operate in coordination to ensure consistent standards, accountability, and continuous improvement in laboratory safety.

Roles and Responsibilities

Effective laboratory safety requires clear accountability at all levels of the institution. The following roles are responsible for implementing and supporting this policy:

University Police provide oversight of emergency response and support campus-wide public safety functions related to laboratory incidents and emergencies.

University Units ensure that contractors and subcontractors engaged in laboratory-related work receive appropriate safety information and comply with applicable university safety requirements.

Deans, Directors, and Department Heads are accountable for ensuring that laboratory safety policies are implemented within their units. They are responsible for:

- Promoting compliance with applicable safety standards
- Providing appropriate resources to support safe laboratory operations
- Addressing identified safety concerns in coordination with Environmental Health & Safety and the Office of Laboratory Safety

Faculty, Investigators, Supervisors, and Activity Leads are responsible for maintaining safe environments within areas under their supervision. They must:

- Ensure personnel complete required safety training
- Enforce adherence to approved procedures and safety protocols
- Provide and require appropriate personal protective equipment (PPE)
- Identify and mitigate hazards associated with laboratory activities

All University Community Members share responsibility for laboratory safety and must:

- Comply with applicable laboratory safety policies and procedures
- Complete required safety training based on hazard exposures
- Exercise reasonable care for their own safety and the safety of others
- Report unsafe conditions, incidents, or concerns in accordance with university procedures

V. 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.

VI. Exceptions

Exceptions to this policy may be granted only in limited circumstances and require a written recommendation to the Provost from the UIS Laboratory Safety Committee which will then be accepted or denied in writing.

Date approval recommended by Chancellors Cabinet: 06/02/2026

Date approved by Chancellor: 06/10/2026

Chancellor Signature: 