

Group Leader Responsibilities

Project Safety Questionnaire

- * Complete Project Safety Questionnaire annually, or sooner if hazards in labs change
- * Enter hazards information from completed questionnaire into HEAR database
- * Give copy of completed Project Safety Questionnaire to Safety Administrator
- * Notify Safety Coordinator and Administrator of any changes from previous year

Job Hazard Questionnaire (JHQ) and needed training classes

- * Ensure that each person completes an electronic JHQ annually (using PD specific instr.)
- * Review each JHQ to make sure it is correct (i.e. appropriate hazards noted)
- * Provide SC with list of people with reviewed JHQ's and non-reviewed/non-completed JHQ's
- * Check training database monthly and send people reminders for needed training classes
- * Follow up on people who ignore reminders for needed training classes
- * Provide monthly reports to SC & SA listing those who still need required training

On the Job Training (OJT) for hazardous activities

- * Ensure that people who need OJT for hazardous activities receive it
- * Provide reports to SC & SA listing those who received OJT

Ergonomics training

- * Ensure that each person takes ergonomic training (EHS0060)
- * Ensure that the ergonomics database is up-to-date
- * Ensure that ergonomic evaluations are done when needed
- * Provide monthly reports to SC & SA listing those who still need ergonomic training

Monthly informal walk throughs of their labs (see EH&S Activity Quarterly Report)

Quarterly formal walk throughs of their labs and offices (see EH&S Activity Quarterly Report)

- * Enter the results of the walk throughs into the CATS database
- * Ensure that the CATS entries are addressed in a timely manner with corrective actions
- * Keep CATS up-to-date as problems are fixed

EH&S Activity Quarterly Report

- * Every 3 months prepare the EH&S Activity Quarterly Report, using the provided form.

Assist Division Director with semi-annual walk throughs

- * Accompany DD on walk throughs
- * Ensure that the CATS entries are addressed in a timely manner with corrective actions
- * Keep CATS up-to-date as problems are fixed

Prepare Supervisor's Accident Analysis Reports (SAAR)

- * Report all safety related incidents/accidents
- * Investigate all safety related incidents/accidents
- * Prepare SAAR

Manage HEAR, Training, Ergonomics and CATS databases

- * For each of these databases, ensure that the appropriate information is obtained, that the information is entered into the database, that any needed training is done and that any problems are fixed, and that the databases are kept up-to-date as items are addressed.