



As a Safety Coordinator, you will have important responsibilities.

This checklist can be used as a guide to help you navigate through the initial stages of this invaluable position. As our first layer of communication with Environment, Health and Safety (EHS), we thank you for being part of our community.

*Throughout the checklist you will find important references to resources located at the Research Smart website (research.umich.edu/research-smart).

1. Become familiar with various resources located on the Research Smart website.
2. Take time to review the academic research laboratory safety policy*.
3. Walk around the spaces you are responsible for as safety coordinator throughout your department.
4. Introduce yourself to the labs you are responsible for (if you do not know them already)
 - a. You can establish electronic communication via the Safety Coordinator Introduction email template*
 - b. Walk through the lab spaces so that researchers can “put a face to the name”.
 - c. Accumulate any concerns or questions that you may need to refer to your EHS inspector*.
5. Identify and introduce yourself to other Safety Coordinators in your area by referring to the Safety Coordinator Roster*.
6. Introduce yourself to your EHS Representatives. Setting up a face-to-face meeting with these inspectors is encouraged!
7. Review contents of Boot Camp binder. Contact your EHS Representative with any questions*.
8. Encourage lab-specific and faculty participation. You can suggest case-study activities* to begin the discussion about safety in lab meetings.
9. Introduce yourself to your department safety committee chair*.
10. Remember to ask questions and engage!