



Lab Safety Manager

The Lab Safety Manager plays a crucial role along with the Principal Investigators and Center Directors in maintaining high-quality research and testing laboratories at CAU. This role involves daily research operations and ensures compliance with institutional, state, and federal safety standards. The Lab Safety Manager reports directly to the Vice President for Research and Sponsored Programs.

Key Responsibilities Include:

- Lead, participate, and manage quality assurance activities, ensuring continuous compliance with laboratory safety, operational, and regulatory standards.
- Develop, implement, and maintain a comprehensive Research Safety Plan, including chemical hygiene, hazardous waste removal, laboratory profiling, and OSHA-required safety training.
- Chair the Chemical Hygiene Committee, providing oversight and guidance on chemical safety policies, procedures, and compliance.
- Chair the Institutional Biosafety Committee (IBC), overseeing biosafety protocols, risk assessments, and regulatory compliance related to biological research activities.
- Serve as a member of the MSM/AUC Radiation Safety Committee as the Clark Atlanta University representative, contributing to radiation safety oversight and inter-institutional collaboration.
- Manage chemical and hazardous waste programs, including coordination with approved waste disposal vendors.
- Oversee tracking and safe transport of biological and chemical specimens to the Science Research Center (SRC) building.
- Monitor, document, and report daily laboratory safety compliance issues, incidents, and corrective actions.

- Conduct routine inspections and maintenance oversight of laboratory instruments and equipment to ensure proper functionality and compliance with established procedures.
- Perform quality control checks and monitor laboratory equipment performance. Inspect and maintain safety-related equipment, including fire extinguishers, first aid kits, AED units, and emergency response supplies.
- Conduct occupational safety and health audits, fire drills, infection control activities, and disaster preparedness initiatives.
- Identify laboratory equipment malfunctions and develop corrective action plans as needed.
- Develop written safety standards, procedures, and controls in accordance with regulatory and institutional requirements.
- Maintain accurate inventories of laboratory instruments and Safety Data Sheets (SDS) in accordance with recognized guidelines.
- Investigate laboratory accidents and incidents, analyze root causes, implement corrective actions, and report findings to management.
- Ensure proper laboratory processes are followed and remain current on evolving laboratory safety practices, regulations, and procedures.
- Review laboratory data and documentation for accuracy, completeness, and compliance.
- Demonstrate strong problem-solving and analytical skills, providing clear recommendations and solutions to management.
- Exhibit excellent interpersonal and communication skills, with the ability to work independently, multitask, and perform effectively under routine and high-pressure conditions.
- Maintain confidentiality and consistently meet high-quality standards while achieving daily, weekly, and monthly operational goals.
- Maintain familiarity with OSHA requirements, including employee rights and employer responsibilities outlined in the “Job Safety and Health: It’s the Law!” poster.
- Perform other duties as assigned in support of institutional safety and research objectives.