



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Laboratory Safety Manager
Department:	Research and Sponsored Programs
Reports To:	Vice President for Research and Sponsored Programs

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

The Safety Manager plays an integral role in Research and Sponsored Programs to support Principal Investigators and Center Directors in maintaining high quality research and testing laboratories for conducting daily research activities in the Research and Science (RS) buildings. The selected candidate will report directly to the Assistant Vice President of Research, Sponsored Program. He/she will be required to participate in conducting and managing quality assurance, fire drills, safety training infection control, and disaster activities.

This will include:

- Developing and implementing a Research Safety Plan to include chemical hygiene, waste removal, lab profiling and OSH training.
- Managing hazardous and chemical waste and waste removal and related vendors.
- Tracking of biological or chemical specimens to the SRC building.
- Monitoring, documenting and reporting of daily safety compliance issues and incidents.
- Monitoring maintenance of instruments following established procedures
- Performing quality control checks, monitoring, maintenance and ensuring proper functioning of lab equipment.
- Inspect safety related equipment such as fire extinguishing, first aid kits, AED Units, etc.
- Conducting occupational safety and health audits.
- Recognizing malfunctions of laboratory equipment; taking/making corrective action plans as needed,
- Developing written standards and controls according to prescribed procedures
- Maintaining inventory of lab instruments and Safety Data Sheets (SDS) according to recognized guidelines.
- Investigating and analyzing accidents and/or incidents, identifying corrective actions, and reporting results.
- Maintain electronic database of lab profiles and SDS.
- Other duties as assigned.

Examples of Duties and Responsibilities:

- Must be highly motivated and able to work independently.
- Utilize correct laboratory processes.
- Remain up to date on new laboratory processes and procedures, and must have the ability to understand, interpret, and convey technical information regarding laboratory specimen preparations and ensure accurate and timely end work product.
- Examine entered/accessioned data for accuracy and completeness.
- Ability to multi-task with a strong attention to detail.
- Excellent interpersonal and communication skills.
- Ability to work under routine and stressful conditions in an accurate and timely manner.

Knowledge, Skills, and Abilities:

- Ability to consistently achieve daily/weekly/monthly activity goals
- Must be able to meet high quality standards, follow regulations, and maintain confidentiality
- Problem-solving and analytical skills and ability to analyze issues and articulate appropriate solutions to management
- Familiarity with the Occupational Safety and Health Administration (OSHA) "Job Safety and Health It's The Law!" poster expanding the lists of employee rights and employer responsibilities, as well as providing additional information about training and injury reporting requirements.

Minimum Hiring Standards:

Education	A bachelor of Science degree or closely related field. A Certificate by OSHA, or equivalent is desirable.
Years of Experience	2+ years of generalist experience preferred.
Years of Management/Supervisor Experience	2+ years preferred but not required.

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