

Title:	Roles and Responsibilities for Parties Using Biohazardous Materials in Research		
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1.0 PURPOSE

This document will set out the roles and responsibilities of the primary parties involved in research work with potentially biohazardous materials at St. Michael's Hospital.

2.0 PROCEDURE

Director Research Facilities - Responsibilities:

- Investigation of Compliance
- Permit Withdrawal Approval
- Timely Reporting to VPRI
- Animal Care Committee liaison
- Communication and collaboration with Operations and maintenance department.
- Continuous Improvement of the biosafety program.

Biosafety Officer – Responsibilities:

- Review and approval of Biosafety Permits
- Coordination of Biosafety Inspections and ensuring Compliance
- Support for SOP Development
- Training and Safety Education
- Safety Regulation Enforcement
- Communication with External Authorities
- Oversight of Animal Research Biosafety
- Documentation and Reporting

Principal Investigator – Responsibilities:

The primary responsibility for ensuring the safety of workers, the public, and the environment rests with the Principal Investigator (PI) overseeing research within a group.

- Applying for and renewing biosafety permits
- Ensuring, when appropriate, that equipment requiring certification is tested.
- Advocating for safe working practices within their laboratories.
- Disseminating new and relevant biosafety information to laboratory staff.
- Verifying that all individuals working under their supervision have received appropriate job-specific training for safe job performance. They must also ensure that all workers have received the necessary training to handle potentially hazardous biological materials safely.
- Ensuring that workers consult with Corporate Health Safety and Wellness if the group is handling agents that may require immunizations or participation in a surveillance program.
- Ensuring that workers have access to and correctly use Personal Protective Equipment
- Ensuring adherence to Standard Operating Procedures
- Maintaining records of biohazardous materials brought onto the site.
- Participating in accident investigations and fostering the reporting of incidents within the laboratory.

Wet Bench Researchers Responsibilities:

- Follow all safety guidelines
- Wear protective equipment
- Get trained
- Adhere to standard operating procedures
- Report any safety incidents that they witness
- Participate in medical surveillance programs when appropriate

Version	Approval/Sub-approval body	Approval date
01	Research Biosafety Committee	January 01, 2015
02	Director Research Facilities	February 01, 2021
03	Director Research Facilities	December 7, 2023
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