

Dear Principal Investigator,

Subject: Your Health & Safety Responsibilities

Ensuring good health & safety in the workplace is not only a legal and moral obligation for all employers but an integral part of corporate risk management. The College recognises health & safety as a key line management responsibility and expects all managers to actively reinforce College health and safety policy and promote a positive health & safety culture within their sphere of influence. As a Principal Investigator you are required to:

- Promote good health & safety performance, by example and instruction.
- Ensure that all staff and students working or studying under your supervision know and accept their health & safety responsibilities, are trained and equipped to carry them out and are held accountable for fulfilling them.
- Participate in safety inspections and investigations into serious accidents/incidents within your area.
- Take appropriate action in the event of non-compliance.
- Raise health & safety issues concerning your staff and/or students at the appropriate management meeting, i.e. Divisional or College Board meeting.
- Obtain the necessary licences and authorisations from Regulatory Bodies/Enforcing Authorities*.
- The following duties may be delegated to a competent member of staff, but full responsibility remains with the Group Leader/Principal Investigator:
 - Implement corrective action, as prescribed by the Health & Safety Management Committee in light of inspection/audit reports.
 - Provide adequate training and supervision for new staff and students.
 - Register work activities and have them risk assessed, before they commence.
 - Ensure risk assessments are communicated to the relevant personnel and that the necessary control measures are applied.
 - When equipment and work activities change, guarantee safety is maintained and, if necessary, carry out further risk assessments.

Lab Managers, College H&S Personnel and University Safety Services are here to help you fulfil these obligations.

*Go to https://secure.dundee.ac.uk/lifesciences/intranet/slsonly/safety/controlled_subs/controlled_subs.htm for the current list of activities undertaken/substances used in CLS that require a special licence or authorisation from an external agency. In many cases, failure to obtain the relevant licence/authorisation is a criminal offence. Once obtained, breaching the conditions of the licence/authorisation may also result in legal action being taken against the University.

Sincerely,

Head of the College of Life Sciences