

LABORATORY SAFETY SUPERVISION DURING LEAVE OF ABSENCE
FACULTY OF

When this form *must* be used:

Absences of a nature/duration where aspects of physical laboratory supervision cannot be performed by the supervisor. This may include sabbaticals involving travel or extended absences (beyond one month) where the faculty member cannot attend the lab or adequately remotely oversee aspects of health and safety supervision.

When this form is *not* required: PLEASE CHECK APPLICABLE STATEMENT AND SIGN

	If the absence is less than 1 month <i>or</i> where the faculty member remains available to fully perform health and safety supervision duties (in-person or remotely on-call). Lab contact for emergency access (name): _____	Signature
	If permanent supervisory responsibility has been assigned to a competent employee lab manager. Name: _____	Signature
	If the faculty member does not have a lab	Signature

Roles & Responsibilities:

Department Head

- Ensure that an appropriate delegate supervisor has been identified during the leave.
- If, during the leave period, adequate supervision is not in place, cease operation of the research space.

Principal Investigator (Applicant)

- To identify health and safety related supervisor activities requiring delegation during a leave of absence. These should include, at a minimum:
 - Responding to incidents and emergencies and conducting incident investigations
 - Conducting or overseeing monthly supervisory health and safety inspections
 - Carrying out laboratory training and orientations
 - Approving or providing written safe operating procedures
- Prior to starting a leave, to provide the delegate supervisor an overview of:
 - Processes, equipment, materials within the labs, including any hazards that the delegate must be aware of
 - Rules established to ensure safe operation of equipment and processes, and safe handling and disposal of materials
 - Research members' competencies and limitations, to ensure workers are provided the supports they need and are not required or allowed to perform work for which they are not competent.
 - The Working Alone plan and its communication structure
- To communicate to researchers, the identity and role of the delegate supervisor during the leave of absence and the expectations of research members.

Delegate Supervisor

- To conduct required health and safety supervisory activities during the leave of absence period.
- To identify and address health and safety hazards, issues or concerns identified during the leave of absence period, or to escalate issues which are not under their purview to Department Head for resolution if necessary.

Name of Applicant		Building and Lab Room Number(s)	
Department		Dates of Absence	
Signature			
Delegate Supervisor Name		Signature	
Department Head Name		Signature	