



UConn

Environmental Health
& Safety

Graduate Student Safety @ Work

Information for Principal Investigators and Supervisors

Every year UConn employs hundreds of graduate students as graduate and research assistants, student labor, work-study and in other supporting roles. They work in research and academic laboratories, machine shops, animal care facilities and farms, art studios and theaters, and at off-site field work settings. Their research and service is vital to the university and allows us to maintain a functional, diverse and vibrant institution.

As new workers, graduate student employees may be inexperienced and unfamiliar with their work environments or the tasks assigned to them. They should never be assigned a task that they are not prepared to do safely: they must be provided the proper training and protective equipment as required by law and University health and safety policies. Encourage them to ask questions or report unsafe conditions or equipment. Doing so ensures everyone's safety and that workplace health and safety regulations and University policies are being followed. This is everyone's responsibility at UConn under the Code of Conduct and Student Code.

As supervisors, in order to ensure the safety of your graduate student employees and to comply with health and safety regulations, these are your responsibilities:

Supervisor "Must Do" List:

- Identify and correct hazards
- Model safe behavior
- Provide information on policies and procedures
- Ensure that employees/students receive safety training
- Ensure that a [Workplace Hazard Assessment](#) has been conducted for each workplace or work activity
- Provide and require the use of Personal Protective Equipment

An Employee Safety Orientation Form must be completed whenever an employee (including a student employee) is newly hired or transferred. Find forms online at:

www.ehs.uconn.edu/forms/ESO.pdf

UConn supervisors, including PIs, are responsible for **informing their employees of the hazards** in their workplace and providing them with adequate **safety training and personal protective equipment** before allowing them to engage in potentially hazardous work activities. The **Employee Safety Orientation** form is an essential tool to help make sure this happens.

The **Employee Safety Orientation** form must be completed whenever an employee (including a student employee) is newly hired or transferred. Doing so helps ensure that workplace safety responsibilities are being fulfilled and compliance with occupational health and safety laws is achieved. If you are a supervisor, be sure to complete a form and review it with each of your new or transferred employees.

The Employee Safety Orientation Form is available online at:

www.ehs.uconn.edu/forms/ESO.pdf

For more information about research and workplace safety visit: www.ehs.uconn.edu

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