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UNIVERSITET

Log No. UFV 2007/1610

Duties of chemical safety officers

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Duties of chemical safety officers

It is the responsibility of every chemical safety officer to involve other associates at his/her department/equivalent in order to carry out his/her duties. However, the chemical safety officer is ultimately responsible for ensuring that the work assignments are carried out.

Registration and handling of chemicals

The chemical safety officer shall:

- Follow established instructions for KLARA inventory personnel, Log No. UFV 2014/1010.
- Set up the department's/equivalent's chemical registry in KLARA.
- Ensure that routines and instructions regarding the handling¹, storage, and labeling of chemicals and flammable goods are followed. The person is the deputy director registered at Uppsala brandförsvar/Räddningstjänsten for handling of flammable goods.
- Ensure that routines and instructions for waste management of chemicals are followed.
- If necessary, set up local routines and instructions for handling chemicals and chemical waste.

Information and communication

The chemical safety officer shall:

- Disseminate information about KLARA from the KLARA administrator to all KLARA inventory personnel at the department/equivalent.
- Ensure that everyone at the department/equivalent who handles chemicals has access to KLARA.
- Disseminate information about routines for handling chemicals, etc., to relevant staff at the department/equivalent.
- Cooperate with fire protection inspectors in the department's/equivalent's systematic fire protection programme.
- Cooperate with safety representatives in the department's/equivalent's systematic work environment programme.
- Inform the head of department/equivalent and the administrator at the Office of environment and physical work environment when the assignment as chemical safety officer is concluded.

¹The concept "handling" includes buying, ordering, receiving, using, storing, substitution, cleaning, disposal and waste management.