

CAES Principal Investigator's Roles:

- Plan, supervise and/or perform activities for research and development tasks safely and effectively in accordance with the CAES standards and processes and with the ISU Safety Manual (<http://www.isu.edu/departments/pubsafe/>).
- Provide ongoing authorization, as needed, for work to continue.
- Provide leadership that ensures work is performed effectively and safely by competent people who are properly supervised; fosters a strong safety culture and a work environment that embraces continuous improvement and feedback.

CAES Principal Investigator's Responsibilities:

- Plan project and develop work planning documentation.
- Plan work with the proper alignment of risks and authority based on the competency, experience, and education of the performers.
- Obtain their home institution's approval of their project's work planning documentation before it is submitted to CAES.
- Proactively identify and evaluate scope changes to research and development and initiate change control and project approvals as needed in accordance with the [CAES Project Initiation Process](#).
- Manage project with R&D conducted in accordance with the CAES procedures and standards and ISU Safety Manual.
- Maintain a familiarity level of knowledge for collocated research and the hazards associated with the work.
- Maintain specific knowledge of project work including hazards and expected mitigations.
- Brief and ensure all involved project personnel are knowledgeable of the content and requirements of the laboratory operating procedures and project-specific procedures, and competent before work begins.
- Regularly observe and ensure that project staff are trained, competent and fully committed to safe, secure, and environmentally compliant operations.
- Improve performance by conducting periodic surveillances and assessing project execution, reviewing laboratory SOPs, and by providing feedback to improve performance.
- Communicate expectations that project personnel follow work policies, standards, and procedures; effectively use laboratory space, including cleanliness and orderliness.
- Ensure project documentation is maintained current in the Laboratory Manual in accordance with the [CAES Lab Manual](#).
- Maintain a working level knowledge of CAES' ES&H and Operations, SOPs and Standards.
- Ensure all project work is properly supervised, especially students and other limited qualification personnel.

- Report facility and equipment problems to the Laboratory Lead and ISU Facility Management.
- Perform periodic reviews of the [CAES Lab Safety Checklist](#).
- Stop work upon observing a noncompliant condition, unsafe condition, or at-risk behavior or action associated with an item or work process that if not corrected, poses a threat to public or personnel safety, facility or process operations, quality or the environment.
- Take all necessary immediate actions for personnel assistance and well-being.
- Notify the Laboratory Lead, the CAES Director's office, and relevant home institution managers of any concerns, conditions, incidents or injuries.

CAES Principal Investigator's Accountabilities:

- To the CAES Directors, the ISU Technical Safety Office, and relevant home institution managers to work within the authorized scope in compliance with hazard mitigations, and to initiate changes to laboratory operating procedures when needed.
- To the Laboratory Lead and the CAES Directors to perform R&D work according to approved procedures that assure safe, compliant, orderly operation of assigned laboratory or experimental spaces.
- To project staff for maintaining a strong safety culture and productive and safe work environment.

CAES Principal Investigator's Authorities:

- Authorize project staff to perform work after initial project authorization to perform work is obtained.
- Verify project readiness and submit request to Laboratory Lead to provide independent verification of readiness in accordance with the [CAES Readiness Checklist](#).
- Establish and maintain Project documentation.
- Stop work in accordance with [CAES Stop Work Authority](#).
- Take actions to ensure safe, secure, and environmentally compliant operations and spaces, and to maintain project activities within the approved safety envelope.