Annex 1   
Duties of the Biosafety Officers and of the Laboratory and Project Managers

**The breakdown of tasks set out below is only an example and is not definitive. It must be adapted to the specific plant. In this connection, refer also to the Guideline Biosafety Officers (BSO) – Status, duties and responsibilities.[[1]](#footnote-1)**

1. Duties of the Biosafety Officers (BSOs)

The BSO regularly undertakes further training.

* The BSO draws up a plant safety concept for biological safety according to ESV and ensures regular updating of the concept, especially of the list of current projects.

The BSO ensures[[2]](#footnote-2):

that the Laboratory and Project Managers comply with the principles of microbiological practice and the safety provisions;

safe working with equipment and methods;

that the rules on access are organized in such a way that only authorized persons are allowed access to the Level 2 area;

that rooms are labelled correctly (authorization to enter, biohazard symbols for the Level 2 area etc.) with regard to work involving microbiological material;

that emergency measures have been prepared (emergency plan);

monitoring of compliance with safety measures;

that notice is given of the regulations concerning correct disposal of microbiological waste;

that the relevant people are notified of the regulations concerning the dispatch and transportation of biological material;

coordination with other safety-related areas (e.g. biosecurity);

that the Laboratory and Project Managers submit the reports and applications for authorization to the Federal Coordination Centre for Biotechnology. The BSO offers support in the form of advice;

that documentation concerning his area of responsibility is submitted to the authorities (incl. reporting and authorization papers). This covers the nature of the activities and organisms, number of persons exposed, names of the Project Managers, names of the occupational health doctors and other occupational health specialists, and necessary protective measures and emergency plan.

1. Duties and responsibility of the Laboratory and Project Managers

The Laboratory and Project Managers are responsible for:

ensuring that laboratory personnel comply with the safety provisions and principles of microbiological practice;

correct disposal of microbiological waste;

the drawing-up, updating and implementation of operating instructions which, together with work instructions and rules of conduct, help to ensure environmental and occupational safety;

the organization and checking of health monitoring according to Art. 13 and Art. 14 of the Ordinance on the protection of personnel from hazards due to microorganisms (SAMV);

submitting reports and authorization applications to the Federal Coordination Centre for Biotechnology and to the BSO;

recording any activities involving genetically modified or pathogenic organisms.

The Laboratory and Project Managers:

ensure that employees receive basic training for their work and work-related instruction with regard to safety when dealing with biological material (at least once a year) and provide information – if appropriate together with the BSO – about dangers, necessary protective measures and incidents and accidents (Art. 12, SAMV);

ensure that the correct protective equipment is available and, if necessary, make sure that rules are in place for maintaining and cleaning it;

ensure that microbiological waste is disposed of correctly;

agree the working arrangements with the cleaning service regarding the cleaning of designated areas, if the cleaning service is given this task;

keep a project-specific list of employees in accordance with Art. 13 of SAMV. This contains details on the nature of the activities, type of organisms used, number of people exposed, names of the people working with Group 2 organisms, accidents and incidents which have occurred;

arrange for a health file to be made out by *“the occupational health doctor called in, the company doctor or an independent medical examiner”* for all employees for whom “**special** *protective medical measures are required”* in accordance with Art.14 of SAMV;

ensure that the in-house rules concerning the dispatch and transportation of biological material are complied with.

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| Date |  |

1. Published by: Federal Agency for the Environment, Forests and Landscape (SAEFL), 2005;   
   obtainable from: [http://www.bafu.admin.ch/](http://www.umwelt-schweiz.ch/) » Topics » [Biotechnology](http://www.umwelt-schweiz.ch/buwal/de/fachgebiete/fg_biotechnologie/index.html) » Enforcement aids  
   or direct: <https://www.bafu.admin.ch/bafu/en/home/topics/biotechnology/publications-studies/publications/biosafety-officers-bso.html> [↑](#footnote-ref-1)
2. Ensures i.e. either by way of responsibility at a higher level or by way of direct responsibility. [↑](#footnote-ref-2)