



WILLIAM & MARY

CHARTERED 1693

Lab Safety Manager

[William & Mary](#) seeks an experienced safety professional to serve as Lab Safety Manager (LSM), someone with sound judgment, a calm and credible presence, and a strong work ethic. The LSM will lead the university's laboratory safety program, building trust and influence across diverse campus constituencies while fostering a culture where safety is seen as a shared value that enables, rather than hinders, teaching and research.

The Lab Safety Manager (LSM) is an on-site position supporting academic and research operations by providing expert safety guidance and program oversight to ensure regulatory compliance and safe laboratory environments. Reporting to the Director of Environmental Health & Safety (EH&S), the LSM collaborates with faculty, researchers, staff, and students to own, manage and continuously improve programs in lab, biological, chemical, radiation, and laser safety. The LSM supervises the EH&S Specialist dedicated to lab safety programs.

Environmental Health and Safety Organization

William & Mary, chartered in 1693, is the second-oldest institution of higher education in the United States and a Carnegie-designated R1 research university. The university serves 9,546 students from across the nation and more than 70 countries and is ranked 19th among public universities by *U.S. News & World Report*. The Office of Environmental Health & Safety supports approximately 240 academic and research laboratories across campus.

At William & Mary, the safety, health, and well-being of our campus community is our highest priority. Creating and maintaining a safe, healthy, and sustainable environment is a shared responsibility, and the [Environmental Health & Safety Office](#) leads these efforts by protecting our community, reducing risks, ensuring regulatory compliance, and fostering a culture of safety. We promote responsible stewardship of resources, support sustainable practices, and integrate environmental responsibility into university operations and planning. Together, we advance William & Mary's commitment to protecting people, preserving the environment, and ensuring a safe and thriving campus for present and future generations.

Faculty and students who work in scientific laboratories are exposed to many kinds of hazards. EH&S supports laboratories with guidance, incident response, SDS management, and a [variety of services](#) that are important to maintain a safe workplace for all faculty, staff, and students who work in the sciences.

Laboratory and research safety programs support multiple disciplines primarily located at the Integrated Science Center, Small Hall, McGlothlin-Street Hall, Adair Hall, and Keck Environmental Field Lab, as well as field research.

Duties and Responsibilities

Reporting to Teresa Belback, the Director of Environmental Health and Science, the LSM supports personnel working in or affecting educational and research laboratories, providing safety services, leadership, and compliance oversight with assistance from the EH&S Specialist and as needed, the broader EH&S Office.

The LSM also supports the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), and other safety committees by participating as a committee member, reviewing protocols, providing periodic inspections, offering technical safety expertise, reporting and investigating any significant research related accidents or illnesses, and assisting with related medical surveillance programs.

The LSM also serves as the institution's **Biological Safety Officer** and **Laser Safety Officer**, meeting compliance requirements associated with duties designated by the NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules and the American National Standards Institute, NIH Laser Safety Program, and American National Standards Institute (ANSI) Z136.1 and Z136.5 standards. The LSM will coordinate with institutional safety partners to support effective, consistent safety and compliance programs throughout campus.

Essential functions include:

Laboratory Safety Compliance, Regulatory Oversight, Inspections & Audits (40%)

- Ensures compliance with OSHA, EPA, NIH Guidelines, CDC biosafety standards, ANSI standards, and all applicable state, federal, and institutional regulations
- Develops, implements, and maintains comprehensive EH&S programs, including the Chemical Hygiene Plan, Laser Safety Program (in alignment with ANSI Z136 standards), and other required safety programs
- Supports the institution's Radiation Safety Program in collaboration with the Radiation Safety Officer
- Maintains current knowledge of regulatory changes and updates programs accordingly
- Conducts routine laboratory inspections and audits to assess compliance and identify hazards
- Issues timely inspection reports with clear documentation of deficiencies and required corrective actions
- Oversees the implementation and tracking of corrective actions to closure
- Prepares summary reports of inspection findings, trends, and recommendations for continuous improvement

Safety Equipment Testing, Certification & Maintenance (15%)

- Ensures proper testing and certification of laboratory safety equipment, including emergency eyewashes and showers, fume hoods, biosafety cabinets, snorkels, and other ventilation systems
- Coordinates equipment testing and maintenance activities with contractors, Facilities Operations, and laboratory personnel

- Maintains documentation and schedules for all required equipment certifications
- Identifies equipment deficiencies and ensures timely remediation
- Provides technical guidance on equipment selection and specifications for laboratory planning, relocation, and renovation projects

Training & Education (15%)

- Develops, updates, and delivers comprehensive EH&S safety training programs
- Provides training in multiple formats to accommodate diverse learning environments, including in-person, computer-based, online, and hybrid delivery methods
- Ensures training compliance for all laboratory personnel and maintains accurate training records
- Evaluates training effectiveness and implements improvements based on feedback and incident trends
- Participates in institutional safety committees and initiatives
- Provides expert technical consultation for mitigation of laboratory hazards and reviews laboratory designs and procedures to ensure incorporation of appropriate safety controls

Incident Investigation & Emergency Response (10%)

- Completes thorough investigations of incidents and near-misses, identifying root causes and contributing factors
- Communicates investigation findings and implements corrective actions tracked to closure
- Maintains emergency preparedness and response capabilities for chemical spills and laboratory accidents
- Provides timely technical support during laboratory emergencies
- Conducts emergency response training and drills

Chemical & Waste Management (10%)

- Maintains the chemical inventory for laboratories using the EH&S-approved inventory system
- Ensures safe handling, storage, and disposal of chemicals, biological materials, hazardous waste, and other regulated waste streams
- Provides technical guidance on chemical compatibility, storage requirements, waste segregation, and hazard mitigation
- Coordinates with waste disposal contractors and ensures regulatory compliance for all waste management activities
- Supports laboratory planning and relocation projects regarding chemical storage and waste management infrastructure

Other Duties as Assigned (5%)

- Collaborates effectively with academic departments, the Research Compliance Office, and operational departments
- Serves as a resource and subject matter expert on laboratory safety matters

- Builds strong working relationships to promote a culture of safety
- Represent Environmental Health & Safety on committees or institution-wide initiatives at the request of the director

Required Qualifications

- Bachelor's degree in microbiology, biology, chemistry, occupational safety, industrial hygiene, life sciences, or a related science or health and safety field.
- In-depth knowledge of OSHA, EPA, NIH, CDC, ANSI, and other regulations and industry standards.
- Minimum 8 years of experience leading safety programs by working in laboratory safety or a related field.
- Minimum 5 years of experience in the field of biological safety.
- Excellent verbal, written, and interpersonal communication skills with the proven ability to work effectively and collaboratively with a diverse constituency.
- Ability to prioritize and manage concurrent tasks.
- Strong detail orientation, and analytical and problem-solving skills.
- Proficiency with Microsoft Office Suite (Excel, Word, Power Point).
- Ability to work within and manage data in a safety management software platform.
- Training, or ability to successfully take training within twelve months of hire, for OSHA 30-hour training, RCRA Hazardous Waste Management training, Shipping Hazmat by Ground (DOT), 40-Hour Hazardous Waste Operations training.

Preferred Qualifications

- Master's degree in microbiology, biology, chemistry, occupational safety, industrial hygiene, life sciences, or a related science or health and safety field.
- Experience in higher education or research.
- Experience with radiation safety and laser safety programs.
- Professional certification (Certified Safety Professional, Certified Industrial Hygienist, Certified Hazardous Materials Manager, Registered Biosafety Professional, Radiation Safety Officer, Laser Safety Officer, or other recognized health and safety certification).

William & Mary

William & Mary brings together the global opportunities of a teaching, learning and research university with the personal education of a liberal arts and sciences institution. Located in Williamsburg, Virginia, W&M offers a top-rated academic experience while being consistently recognized as one of the best values in the nation.

Chartered in 1693, W&M is one of the first institutions of higher learning in America, with many [notable distinctions](#) and is the second-oldest institution of higher education in the United States. W&M is famous for its firsts: the first U.S. institution with a Royal Charter, the first Greek-letter society (Phi Beta Kappa, founded in 1776), the first student honor code, the first college to become a university and the first law school in America. William & Mary has been called the Alma Mater of the Nation because of its close ties to America's founding fathers. A 17-year-old George

Washington received his surveyor's license through W&M and would return as its first American chancellor. Thomas Jefferson received his undergraduate education here, as did presidents John Tyler and James Monroe.

The [historic campus](#) of William & Mary is home to the Wren Building, the oldest college building still standing in the U.S., and classes are still taught there. Named for its presumed architect, the iconic building was completed in 1699 and provided classrooms, library, dining hall and a chapel for generations of William & Mary students.

Building on more than 300 years of innovation and excellence, William & Mary transcends the boundaries between research and teaching, teaching and learning, learning and living. As a "Public Ivy" — one of only eight in the nation — they offer a world-class education at an exceptional value. Students are not only some of the smartest in the world, but passionate about serving others and serious about having fun. Professors are teachers, scholars and research mentors, the cornerstone of a thriving intellectual community that produces experienced, engaged, successful graduates.

The [Strategic Plan: Vision 2026](#) goal is to advance William & Mary's distinctive excellence and achieve our vision for the future, we will pursue the high-level goals of expanding W&M reach, educate for impact and evolve to excel.

Williamsburg, Virginia

Williamsburg is known for its well-preserved Colonial-era architecture, living history museums, and its pivotal role in the American Revolution, while also offering contemporary attractions and a vibrant cultural scene. Located on the Virginia Peninsula between the York and James Rivers, the Historic Triangle is formed by the early American historical sites of Colonial Williamsburg, Jamestown, and Yorktown. Situated about 150 miles south of Washington, D.C., and midway between Richmond and Norfolk on Interstate 64, Williamsburg provides convenient access to major metropolitan areas while maintaining its distinct small-town charm.

Colonial Williamsburg, the world's largest living history museum, allows residents and visitors alike to experience this influential city as it once was. From 1699 to 1780, Williamsburg served as the thriving capital of Virginia when the dream of American freedom and independence was taking shape. As the political, cultural, and educational center of what was then the largest, most populous, and most influential of the American colonies, Williamsburg's legacy continues to inspire and educate.

Beyond its historical significance, today's Williamsburg offers a dynamic environment with bustling dining and shopping centers filled with boutiques, restaurants, coffee shops, and more. The area hosts numerous community events throughout the year, contributing to its recognition as a top U.S. city by Travel + Leisure magazine. Art enthusiasts appreciate the DeWitt Wallace Decorative Arts Museum, Abby Aldrich Rockefeller Folk Art Museum, and Muscarelle Museum of Art, while families enjoy attractions like Busch Gardens and Water Country USA.

To Apply

William & Mary has retained [Opus Partners](#) to support this recruitment. [Kenna Boyd](#), Partner and

[Jeffrey Stafford](#), Senior Associate are leading the search.

To apply, candidates should provide a CV/resume and a letter of introduction that addresses the specific responsibilities, expectations, and qualifications described above. Submit applications, confidential inquiries, and nominations by email to Jeff at jeffrey.stafford@opuspartners.net. Please consult Opus Partners for more information about the application process.