A day in the life of an EHS Rep....
The EHS Rep

- Role of the EHS Rep created as part of MIT’s EHS Management System.
- What are the responsibilities of the EHS Rep?
- Becoming an effective EHS Rep.
EHS Management System (EHS-MS) Organization Structure

* DLC = Departments, Laboratories and Centers
Why is the role of the EHS rep important?

- You are in the lab:
  - First hand knowledge of the protocols and hazards present in the lab.
  - Set a good example

- Respond quickly to:
  - New hazards
  - Minor spills
  - Incorrect operating procedures
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Overview

- Assist PI in complying with government regulations and MIT practices
- Ensure EHS training requirements are met
Overview

- Information person
  - Disseminate safety information from EHS to lab
  - Source of day-to-day safety information for the lab
- Assist with inspections of laboratory/space
Daily

- Walk through the lab
- Day to day safety issues
- Source of information
- Check for “housekeeping” issues that create safety hazards
Housekeeping
Weekly

- Level 1 inspections - see laminated copy in booklet
Weekly SAA* Checks

EPA: Up to $37,500 fine per violation per day!

- Missing red tag
- Missing information
- Multiple containers of same waste
- Abbreviations
- Incompatibles not separated
- Non-waste items in SAA
- Illegible writing
- No green SAA sticker

* SAA = Satellite Accumulation Area
Monthly

• EHS Rep/Safety committee meetings
  • Learning experience
  • Opportunity to raise questions
  • Meet other reps and DLCs safety team
  • Bring information back to your lab

• Liaison between EHS, PI and lab

• Update hazards in PI/Space registration
Yearly

- Annual Chemical Regulatory Reporting
  - SARA (EPA’s Superfund Amendments and Reauthorization Act)
  - DHS (Dept. of Homeland Security)

- Lab Specific Chemical Hygiene Training
  - Develop own presentation – see sample slides on EHS website
  - Sign an attendance sheet

- Update emergency contact information
Ongoing

- Training updates and reconciliation
- Update green cards
- Maintain Spill Kits
- Maintain SAA supplies and ensure hazardous waste is picked up from SAAs
- Chemical inventory – updated at least annually
- Sharps disposal
- Monitor radioactive inventories and waste pick up
- Manage Biohazard waste
- Create/maintain lab-specific Standard Operating Procedures (SOPs) for high-hazard materials/processes
Training of New Personnel

- Lab pipeline - Who is covered?
  - Person coming to your lab for a tour.
  - People doing short-term work in the lab (ex learn a procedure).
  - Collaborators coming off and on to use equipment.
  - Minors, UROPs, grad students, visiting scientists, post-docs, PIs.
Training of New Personnel

- Lab Specific Training
  - Do a tour
  - Point out important areas such as the SAA
  - Review emergency protocols, including use of safety showers, eyewashes, spill kits, etc.
- Review Emergency Preparedness Plan, evacuation locations, and important phone numbers (100, EHS, Facilities, Medical)
- Review Chemical Hygiene Plan (and Questionnaire)
- Review Safety Plan (and Questionnaire)
- Emphasize their role in complying with EHS-MS
- Provide information on necessary training
  - Hand out EHS-MS pamphlet
  - How to log onto EHS Training web site
  - Training Needs Assessment
Before Someone Leaves your Lab

• Make sure all chemicals and materials are removed from warm rooms, cold rooms, benches, freezers and refrigerators
• Make sure all solutions and hazardous waste are properly disposed of
• Make sure their work area has been cleaned
• Make sure anything to be saved is clearly labeled and the responsibility of someone else
Train the New EHS Rep

• Before you leave your lab, it is very important to train the new EHS Rep
• Make sure they know:
  • Training for new Reps given by EHS
  • Safety meetings
  • Coordinator
  • Lead Contact
• Leave electronic copies of lab’s safety-related documents
Related Roles

- Depending on your lab, you may also end up doing other safety-related duties, such as:
  - Radiation – authorizations, badges
  - Accident reporting
  - Hazardous materials shipping (training required)
  - Biological Research Registrations
  - Lab tour safety forms
  - Evacuation warden
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Develop the relationship!

- You have to work together so instill a sense of cooperation
- Let your labmates know you are there to help them by serving as a source of information
- Be consistent and clear about expectations
- Don’t be afraid to ask senior lab members or the PI for help or advice
Communication is key!
Summary

- Use EHS-MS to comply with regulations and policies
- Arrange, provide, and monitor EHS training
- Source of information
- Perform weekly inspections
- Respond to EHS issues as they arise
Work in a safe environment!

No negative impact on the environment!