

SUMMARY OF USEFUL RESOURCES

(Review pamphlet for details.)

Your PI or Supervisor:

DLC EHS Coordinator:

EHS Representative:

DLC EHS Lead Contact:

EHS Office Website: <http://ehs.mit.edu>

The EHS-MS Website and Manual:

<http://ehs.mit.edu/site/content/ehs-management-system>

Chemical Safety:

http://ehs.mit.edu/site/chemical_safety

Biosafety: <http://ehs.mit.edu/site/bio>

Radiation Protection: <http://ehs.mit.edu/site/rpp>

Hazardous and/or Regulated Waste Management:

<http://ehs.mit.edu/site/waste>

Recycling: <http://ehs.mit.edu/site/content/recycling-waste-reduction>

Emergency Management:

http://ehs.mit.edu/site/emergency_management

MIT Emergency Website:

<http://emergency.mit.edu/emergency/>

MIT ENVIRONMENTAL HEALTH AND SAFETY POLICY

MIT is committed to excellence in environmental, health and safety stewardship on our campus, in the larger community of which we are a part, and globally. This long-held commitment is demonstrated through our contributions to environmental, health and safety research and teaching, as well as through our institutional conduct.

MIT is committed to being at the forefront of large academic research institutions:

- in minimizing, as feasible, the adverse environmental, health and safety impacts of our facilities, activities and operations to protect human health and the environment (which is one way we define sustainability);
- in achieving and maintaining compliance with federal, state and local environmental, health and safety laws and good practices in all of our departments, laboratories, research centers, facilities and operations;
- in achieving a high standard of institutional accountability for environmental, health and safety stewardship, while maintaining the independence of research and teaching;
- in providing educational opportunities to our students and other members of our community, to reinforce the values exemplified in this policy and influence their activities during and after their tenure at MIT; and
- in measuring and continuously improving our environmental, health and safety performance.

The Guiding Principles behind the Policy are at: <http://ehs.mit.edu/site/content/ehs-policy>

MIT ENVIRONMENT, HEALTH AND SAFETY MANAGEMENT SYSTEM

(EHS-MS)

WORKING TOGETHER
TO PROTECT PEOPLE AND PLANET



Visit the **EHS-MS Portal Page** at:
<http://ehs.mit.edu/site/content/ehs-management-system>

Learn more about the EHS-MS.

**Environment, Health and Safety (EHS)
Office**

Building N52-496
(617)452-3477 (2-EHSS)
environment@mit.edu

EHS Office Website: <http://ehs.mit.edu>

INTRODUCTION

Hello from the EHS Office at MIT. This pamphlet summarizes information about MIT's Environment, Health and Safety Management System (EHS-MS). The EHS-MS has been established to continue MIT's commitment to protecting the health and safety of its employees, students, and visitors, and its commitment to protecting the environment. The EHS-MS defines the ways we all work together to support MIT's EHS commitment and MIT's EHS Policy (see back of pamphlet), and provides the tools to help you meet your EHS responsibilities. This pamphlet will begin to acquaint you with the system, the tools, and the role you play.

GETTING STARTED

1. Review the EHS policy on the back of this pamphlet.
2. Determine your EHS training needs and take training required. For most MIT personnel, training needs can be determined by completing the training needs assessment at: <http://ehs.mit.edu/site/training>. (*The exception is staff working for Facilities or Student Life*). You will need an MIT ID number, and a Kerberos name to access this training. If you have questions, contact 2-3477 or write environment@mit.edu.

If you work with computers, be sure to check the computer use question under miscellaneous, and take the computer ergonomics web training.
3. Become familiar with and bookmark the EHS Office Website: <http://ehs.mit.edu>. Be sure to click on the *EHS Management System Tab* and review the information.
4. Chemical users should review your organization's Chemical Hygiene Plan or Hazard Communication Information.
5. If planning new research with radioisotopes, biological agents, or rDNA, contact the EHS Office for information on the safety requirements.
6. Become familiar with programs for managing hazardous waste and recycling.

SOME INSTITUTE COMMITTEES WITH EHS RESPONSIBILITIES

(For a complete list of committees see the EHS manual at: <http://ehs.mit.edu/site/content/21-institute-leadership>)

The **Institute Council on Environment, Health and Safety** reports to the President and is responsible for coordinating policy development, the assessment of procedures of the Institute Committees concerned with specific areas of environment, health and safety, and overseeing the implementation and effectiveness of the EHS-MS.

The **Committee on Assessment of Biohazards** reviews and approves research involving potential health and safety problems associated with biological research.

The **Committee on Radiation Protection** is responsible for establishing and monitoring the Institute's radiation protection program.

The **Committee on Toxic Chemicals** is responsible for developing policies necessary for controlling risks and exposure to personnel working with toxic chemicals.

DEPARTMENT, LAB, OR CENTER (DLC) EHS CONTACTS

Your **PI/Supervisor**. Your PI or supervisor has an understanding of hazards and programs in place to assure safety in your workplace. Report problems to them or their designated representative and consult them for concerns about safety, health, or environmental protection.

The DLC **EHS Coordinator**. Most DLCs at MIT have an individual who has been assigned to provide EHS oversight and act as a primary contact for EHS matters within the DLC. These individuals report to the DLC Head or Chair. They can serve as a resource for you in addressing EHS concerns.

Your **EHS Representative**. Many work areas at MIT have designated an individual in that area responsible for oversight of EHS matters for their

PI/Supervisor. Find out if you have an EHS Representative, and, if so, get to know them.

THE EHS OFFICE

The EHS Office oversees the development of programs and provides support and services for compliance with EHS regulations, guidelines, and best practices. The EHS Office has professional staff assigned to five programs:

- **Biosafety Program (BSP)**: oversight of general biosafety, biosafety for rDNA research, and OSHA Bloodborne Pathogen Program
- **Environmental Management Program (EMP)**: oversight of programs for hazardous waste management, biological waste management, and air and water pollution prevention.
- **Industrial Hygiene Program (IHP)**: oversight of programs and controls for chemical safety, ergonomics, noise, asbestos, and indoor air quality. Conduct laboratory hood testing.
- **Radiation Protection Program (RPP)**: programs and services for control of radiation hazards and compliance with Mass Dept. of Public Health and Nuclear Regulatory Commission requirements. Oversight of Laser, RF, Microwave, Magnetic energy, and UV safety programs.
- **Safety Program (SP)**: oversight of programs for general safety, fire prevention and protection, and construction safety.

The EHS Office has assigned an EHS staff member as a primary contact for EHS matters for your organization. This staff member is referred to as the **EHS Lead Contact**. They work closely with the EHS Coordinator for your organization.

Visit the EHS Website for details about each of the EHS programs and services. All programs and services can be obtained by calling 2-3477 (2-EHSS).