

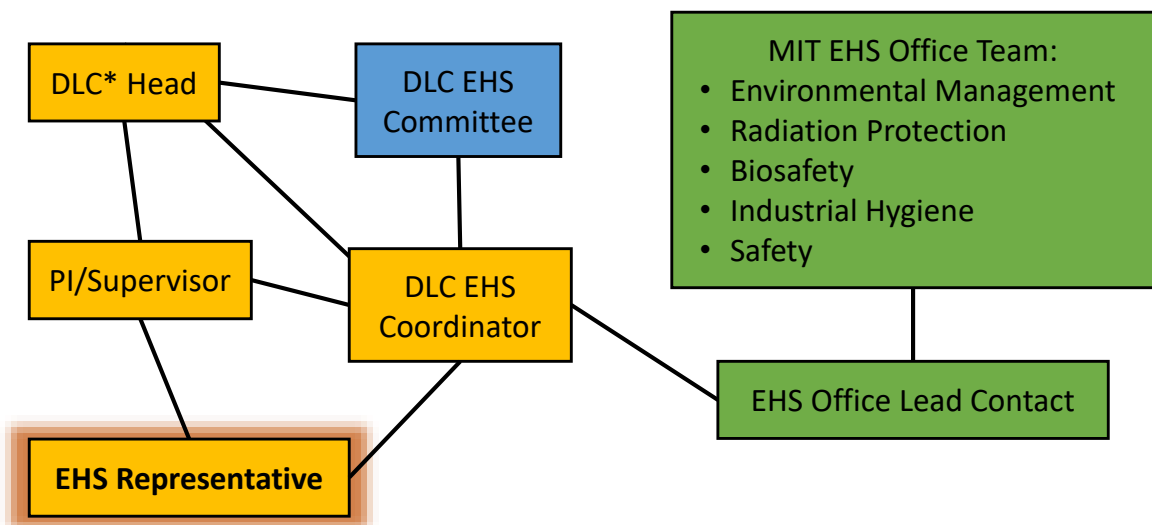
Overview:

- 1 EHS Management System (EHS-MS)
- 2 Responsibilities of the EHS Rep
- 3 Becoming an Effective EHS Rep

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1 EHS-MS: Organization Structure



*DLC = Departments, Laboratories, and Centers

1 EHS-MS: Importance of the EHS Rep

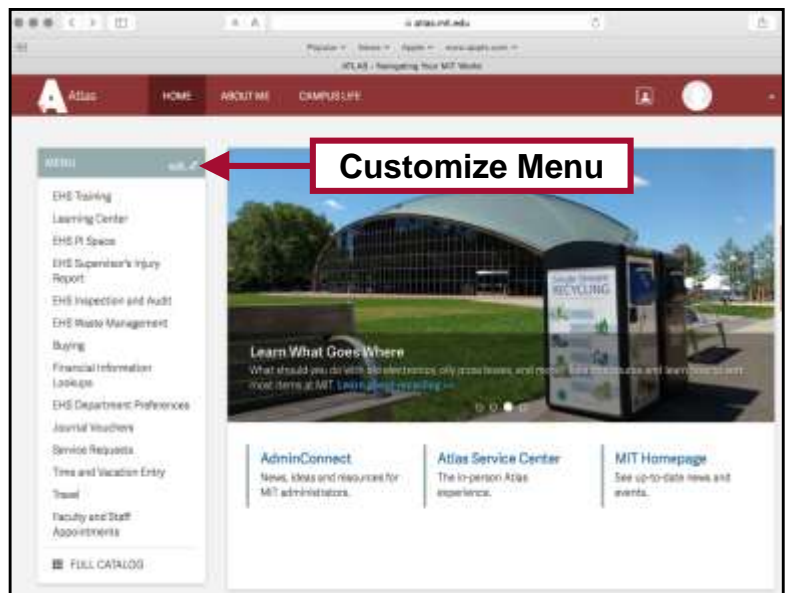
- You are frequently in the lab:
 - First hand knowledge of the protocols and hazards in the lab
 - Able to set a good example
- You can respond quickly to:
 - New hazards
 - Minor spills
 - Incorrect operating procedures
 - New researchers joining the group

You!



1 EHS-MS: Atlas Tools

Atlas is your central portal for on-line EHS-MS tools and reports that you will use as an EHS Rep.



1 EHS-MS: Atlas Tools

Click "save & exit"

Drag EHS-related sections to the Menu

Build your Menu

Personalize what's in your **Atlas Menu** by either scanning the full list of primary role from the dropdown to see a filtered list of navigation items into the lefthand menu or add them by clicking on the icons. When you save your new homepage.

Filter: All Add All

HR Transaction Inboxes
HR Transaction Inbox
Student Hourly Appt. Inbox

Manage Reimbursements (RFPs)
Reimbursement
Payment (Taxable)
Find RFPs
Clone an RFP
RFP Inbox

1 EHS-MS: Atlas Tools

If your lab generates hazardous waste, use the waste forms for pickup and supply requests.

Emergency Contacts

EHS Waste Management

Request regulated waste pickup by waste type

Waste Management
Review waste management guidelines.

Biological Waste Pickup Form
Request biological waste pickup and/or order waste supplies.

Chemical Waste Collection
Request chemical waste pickup and/or order waste supplies.

Radioactive Waste Collection
Request radioactive waste pickup and/or order waste supplies.

MIT Massachusetts Institute of Technology

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2 EHS Rep Responsibilities

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

Web



Classroom



Lab Specific



2 EHS Rep Responsibilities

- Assist PI in complying with government regulations and MIT practices
- Ensure EHS training requirements are met
- Information person
 - Communicate safety information from EHS to the lab
 - Source of day-to-day safety information for the lab
- Assist with inspections of laboratory/space
- Daily/weekly/monthly/yearly/ongoing responsibilities... up next

2 EHS Rep Responsibilities: Daily

- Walk through the lab
- Address day-to-day safety issues
- Serve as a source of information
- Check for “housekeeping” issues that create safety hazards

2 EHS Rep Responsibilities: Daily

Housekeeping



2 EHS Rep Responsibilities: Weekly

Level 1 inspections - see laminated copy in booklet

Required Weekly Inspection

Level 1 Required Weekly Checklist

General Inspection Items:

- 1. All biohazard waste is sealed & labeled.
- 2. Biohazard waste (BWL) is in designated disposal bins.
- 3. Clean (SM) & disinfectant (D) at SMA.
- 4. Only staff (and if not staff, LAs).
- 5. Review conditions.
- 6. Cleaned disinfectant bottles.
- 7. Cleaned disinfectant bottles.
- 8. Cleaned disinfectant bottles.
- 9. Cleaned disinfectant bottles.
- 10. Cleaned disinfectant bottles.
- 11. Cleaned disinfectant bottles.
- 12. Cleaned disinfectant bottles.
- 13. Cleaned disinfectant bottles.
- 14. Cleaned disinfectant bottles.
- 15. Cleaned disinfectant bottles.
- 16. Cleaned disinfectant bottles.
- 17. Cleaned disinfectant bottles.
- 18. Cleaned disinfectant bottles.
- 19. Cleaned disinfectant bottles.
- 20. Cleaned disinfectant bottles.

Specialty Laboratory & Equipment Items:

- 1. Emergency safety equipment, fire extinguishers, spill kits and other emergency equipment available.
- 2. Emergency eyewash stations & showers available.
- 3. A fire, spill and other safety equipment available.
- 4. A fire, spill and other safety equipment available.
- 5. A fire, spill and other safety equipment available.
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- 19. A fire, spill and other safety equipment available.
- 20. A fire, spill and other safety equipment available.

Reviewed Periodically

Level 1 Periodic Checklist

Laboratory Waste Storage

- 1. Review waste storage area & disposal bins.
- 2. Review waste storage area & disposal bins.
- 3. Review waste storage area & disposal bins.
- 4. Review waste storage area & disposal bins.
- 5. Review waste storage area & disposal bins.
- 6. Review waste storage area & disposal bins.
- 7. Review waste storage area & disposal bins.
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- 19. Review waste storage area & disposal bins.
- 20. Review waste storage area & disposal bins.

Safety

- 1. Review safety equipment & disposal bins.
- 2. Review safety equipment & disposal bins.
- 3. Review safety equipment & disposal bins.
- 4. Review safety equipment & disposal bins.
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- 19. Review safety equipment & disposal bins.
- 20. Review safety equipment & disposal bins.

2 EHS Rep Responsibilities: Weekly

Weekly SAA* Checks | EPA: Up to **\$37,500** fine per violation per day!



* SAA = Satellite Accumulation Area

2 EHS Rep Responsibilities: Monthly

- EHS Rep/Safety committee meetings (frequency varies by DLC)
 - Learning experience
 - Opportunity to raise questions
 - Meet other reps and DLC's safety team
 - Bring information back to your lab – you are a liaison between the EHS Office, EHS Coordinator, PI, and lab
- Update hazards in PI/Space Registration

2 EHS Rep Responsibilities: Yearly

- Annual Chemical Regulatory Reporting
 - SARA (EPA's Superfund Amendments and Reauthorization Act)
 - DHS (Department of Homeland Security)
- Update emergency contact information
- Lab Specific Chemical Hygiene Training
 - Initial (ongoing) and annual refresher
 - Use as an opportunity to engage and educate lab
 - Variety of delivery methods (discuss with your EHS Coordinator)

2 EHS Rep Responsibilities: Lab Specific Training

- Point out important areas in the lab, such as the SAA
- Review emergency protocols, including locations and use of safety showers, eyewashes, spill kits, etc.
- Review Emergency Preparedness Plan, evacuation locations, important phone numbers (100, EHS, Facilities, Medical)
- Review Chemical Hygiene Plan (and Questionnaire)
- Emphasize their role in complying with EHS policies and government regulations (hand out EHS-MS pamphlet)
- Provide information on necessary training
 - How to log-on to EHS Training website (Learning Center)
 - How to complete the Training Needs Assessment
- Initial training form, sign-in sheet for annual refresher

EXAMPLE

Lab Group: _____

Safety Program Compliance Form

This sign-off sheet is to certify that _____ has completed the following: (Please Print)

Read & fully understand CCHA Chemical Hygiene Plan

Completed awareness and lab specific training with Lab EHS Rep

Signed into the EHS training website to complete Training Needs Assessment

Reviewed the Emergency Action Plan for specific area

Signature of Applicant: _____ Date: _____

Title/Position of Applicant: _____ SET ID: _____

MIT Address: _____ MIT Phone: _____

Signature and name of Applicant: _____

Signature of Supervisor (EHS Rep): _____ Date: _____

Signature of Faculty or Principal Investigator: _____ Date: _____

This completed form is to be turned into the CCHS Headquarters for approval of the EHS Coordinator. Subsequent copies to lab. Approval will be given once the form is completed and they will be issued at the time. The applicant agrees to take responsibility for the form and will remain responsible for their work with the Center for Science Research.

Approved by: _____ Date: _____

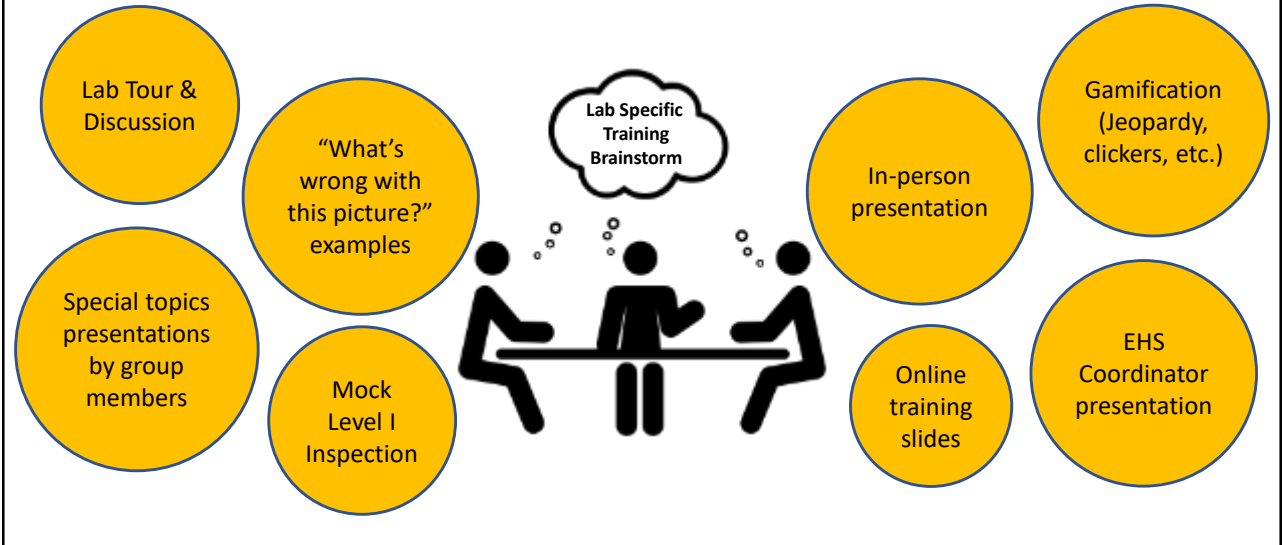
Lab Office Copy:

Lab number: _____

Lab name: _____

Approved by: _____ Date: _____

2 EHS Rep Responsibilities: Lab Specific Training Delivery Methods

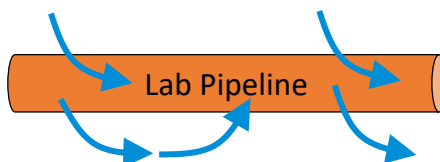


2 EHS Rep Responsibilities: Ongoing

- Training updates and reconciliation
- Update green cards
- Maintain spill kits
- Maintain SAA supplies, ensure haz waste is picked up from SAAs
- Chemical inventory – updated at least annually
- Sharps disposal
- Monitor radioactive inventories and waste pick up
- Manage biohazard waste

2 EHS Rep Responsibilities: Ongoing

- Create/maintain lab-specific Standard Operating Procedures (SOPs) for high-hazard materials/processes
- Training of new personnel, including:
 - People coming to your lab for a tour
 - People doing short-term work in the lab, like learning a procedure
 - Collaborators coming off and on to use equipment
 - Minors, UROPs, grad students, visiting scientists, post-docs, PIs



2 EHS Rep Responsibilities: Ongoing

- Check-in with departing group members:
 - 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 work area has been cleaned
 - Make sure anything to be saved is clearly labeled and the responsibility designated to someone else

DEPARTURE FORM AND CHECKLIST		
NAME _____		
LAB GROUP _____	ROOM _____	
FORWARDING ADDRESS _____	_____	
_____	_____	
EFFECTIVE DATE OF TERMINATION: _____		
Laboratory space left orderly and clean	YES ()	NO ()
All chemicals and materials removed from warm rooms, cold rooms, freezers and storage cabinets, etc.	()	()
Office space cleaned, file cabinets, bookcases, etc.	()	()
All equipment returned	()	()
All waste and samples were removed and properly disposed.	()	()
All keys handed into Headquarters	()	()
Parking Sticker Removed	()	()
Lab Notebooks	()	()
Any remaining chemicals and samples prepared by me are under the care of _____ in Room _____		
Name _____	Room _____	
Phone: _____		
I have read and understand the above checklist and accept all responsibility of compliance.		
Principal Investigator _____		
Laboratory Safety Representative _____		

2 EHS Rep Responsibilities: Before you leave

- Help identify and train the new EHS Rep before you leave your lab. Make sure they know:
 - Training for new Reps is provided by the EHS Office
 - Safety meetings expectations
 - Who the EHS Coordinator is for your DLC
 - Who the Lead Contact is for your DLC
 - Share best practices and lessons learned
- Leave electronic copies of lab's safety-related documents

2 EHS Rep Responsibilities: Ongoing

- 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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3 Becoming an Effective EHS Rep

- Develop the relationship with your group members
- Work together to 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, the PI, and the EHS Coordinator for help or advice
- **Communication is key!**

Summary:

- Use EHS-MS to comply with regulations and policies
- Arrange, provide, and monitor EHS training
- Act as a source of information
- Perform weekly inspections
- Respond to EHS issues as they arise
- Reach out to your EHS Coordinator and the EHS Office for assistance



Questions?