Overview:

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

- DLC* Head
- PI/Supervisor
- DLC EHS Coordinator
- EHS Representative

MIT EHS Office Team:
- Environmental Management
- Radiation Protection
- Biosafety
- Industrial Hygiene
- Safety

EHS Office Lead Contact

*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.

Customize Menu
1 EHS-MS: Atlas Tools

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

Click “save & exit”

Drag EHS-related sections to the Menu
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2. EHS Rep Responsibilities

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

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
EHS Rep Responsibilities: Daily

Housekeeping

EHS Rep Responsibilities: Weekly

Level 1 inspections - see laminated copy in booklet
2. EHS Rep Responsibilities: Weekly

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

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

* 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
2 EHS Rep Responsibilities: Lab Specific Training Delivery Methods

- Lab Tour & Discussion
- "What’s wrong with this picture?" examples
- Mock Level I Inspection
- Special topics presentations by group members
- Lab Specific Training Brainstorm
- In-person presentation
- Online training slides
- Gamification (Jeopardy, clickers, etc.)
- EHS Coordinator presentation

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
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

Lab Pipeline

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](image)
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

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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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?