

SUMMARY OF USEFUL RESOURCES

Review pamphlet for details.

For your DLC EHS Team visit: <http://ehs.mit.edu/team-members/>

Your PI or Supervisor:

EHS Representative:

DLC EHS Coordinator:

DLC EHS Lead Contact:

Resources:

- EHS Office Website: <http://ehs.mit.edu>
- EHS-MS Manual: <https://ehs.mit.edu/about/ehs-management-system/>
- Chemical Safety: <https://ehs.mit.edu/chemical-safety/>
- Biosafety: <https://ehs.mit.edu/biological/>
- Radiological Safety: <https://ehs.mit.edu/radiological/>
- Hazardous and/or Regulated Waste Management: <https://ehs.mit.edu/regulated-waste/>
- Safe & Sustainable Labs: <https://ehs.mit.edu/sustainable-labs/>
- Campus & Workplace Safety: <https://ehs.mit.edu/campus-workplace/>
- 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/about/policies/>



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Learn more about MIT EHS-MS:

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

INTRODUCTION

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/training>. *(The exception is staff working for Facilities or Student Life)*
3. Become familiar with and bookmark the EHS Office Website. Be sure to review information about the EHS Management System.
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.

INSTITUTE COMMITTEES

(For a complete list of committees see EHS Institute Committees:
<http://ehs.mit.edu/about/institute-committees/>)

- 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

- The **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** provides EHS oversight and act as a primary contact for EHS matters at a DLC level. They report to the DLC Head or Chair.

- The **EHS Representative** assists the PI/Supervisor in identifying and addressing EHS matters within the lab/work area.

EHS OFFICE

The EHS Office provides support and services to the entire MIT community to maintain a safe, healthy, and environmentally sustainable place to learn, work, live, and innovate.

- **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.
- **Occupational & Construction Safety Program (OCSP)**: oversight of programs for general safety, fire prevention and protection, and construction safety.

An EHS staff member is assigned as an **EHS Lead Contact** to a DLC to address EHS matters specific to your DLC. They work closely with the DLC EHS Coordinator.

Visit the **EHS Directory for your DLC EHS Team**:
<http://ehs.mit.edu/team-members/>