

Memorandum

TO: Florida International University Faculty and Staff Shop Community

FROM: Environmental Health & Safety

DATE: November 7, 2022

SUBJECT: 2022 General Safety Self-Audit Program

The 2022 General Safety Self Audit (GSSA) is open as of Today! Below is important information about the GSSA:

- The GSSA is mandatory for all FIU shops to complete.
 - Failure to complete the GSSA may lead to temporary shops closures.
- Access to the GSSA is distributed ONLY to area managers and/or supervisors.
 - An alternate can be appointed by the area manager to submit the GSSA.
- One (1) GSSA submission per workspace.
- Upon completion, an automated email will be sent to the Area manager or the alternate with a copy of the submission.

The 2022 GSSA is open now!, It is required for all FIU workplaces where Industrial work is performed. Completion of the GSSA fulfills the FIU EH&S requirement for the Annual Safety Inspections.

To ease the process of completion, please follow the instructions:

- The “GSSA Preview” is available on EH&S’s webpage ([here](#)) includes a more in-depth explanation of the safety and regulatory compliance requirements for each question.
 - Use the GSSA Preview to conduct a walkthrough of the workspace prior to completing the GSSA in order to identify the appropriate responses for each question.
 - The GSSA Preview can also be used to conduct periodic safety checks throughout the year.
- Email links have been provided to certain questions in order to request more information regarding the safety and regulatory requirements. Upon clicking on the links, an email will automatically populate with the desired subject line.
- To confirm the submission of the GSSA, the end of the survey will result in a summary of the response.

Things to remember before completing the GSSA:

- Ensure the person that is completing the GSSA has the knowledge about the operations and hazards associated with the workspace and has the authority to implement corrective actions.
- One submission is required per location. The survey will submit the GSSA, however, **EH&S will not accept the GSSAs that include multiple locations.**
- Have a copy of the GSSA Preview available during or prior to completing the GSSA.
- The GSSA is designed to identify areas where improvements are required; as such, there is no right or wrong answer. The survey should be completed objectively and honestly.

The 2022 GSSA commences Today and conclude on Jan 31st. Please ensure the GSSA is submitted within the time frame.

GSSA webpage is located on the EH&S website under the Programs > Industrial > General Safety Self Audit. It contains a brief explanation of the program, the current GSSA Schedule, and links to the GSSA Preview, and the GSSA Checklist.

If you have any questions, concerns, or need additional information, please contact:

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