

# Memorandum

**TO:** Florida International University Faculty and Staff Shop Community

**FROM:** Environmental Health & Safety

**DATE:** September 15, 2021

**SUBJECT:** 2021 General Safety Self-Audit Program Launch

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Environmental Health & Safety (EH&S) is starting the 2021 General Safety Self-Audit (GSSA) to promote awareness of safety and regulatory compliance for the FIU community. EH&S appreciates your collaboration in advance.

The 2021 GSSA will commence on Oct 4th, 2021. All FIU workplaces where industrial work is performed are required to submit the GSSA. Completion of the GSSA fulfills the FIU EH&S requirement for the Annual Safety Inspections.

Important Information about the 2021 GSSA:

- The GSSA is mandatory for all FIU shops to complete.
  - Failure to complete the GSSA may lead to temporary shop closures.
- Access to the GSSA is distributed ONLY to Shop Managers.
  - An alternate can be appointed by the Shop's Manager to submit the GSSA.
- One (1) GSSA submission per workspace.
- Upon completion, an automated email will be sent to the Shop Manager or the alternate with a copy of the submission.

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.

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

- The "GSSA Preview" (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 in the GSSA to certain questions 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 provide a summary of the response.

**The 2021 GSSA will commence on Oct 4th, 2021 and conclude on Dec 31st 2021.** Please ensure the GSSA is submitted within the time frame.

For more information and access to the GSSA resources, please visit the EH&S GSSA webpage at <https://ehs.fiu.edu/safety-programs/industrial/index.html>.

**On October 5th 2021 from 9:00 am to 9:45 am** EH&S will be providing a supplemental training on how to perform the self-audit. To attend, please send a confirmation email to [gmairena@fiu.edu](mailto:gmairena@fiu.edu).

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