

Memorandum

TO: FIU Academic, Research, and Facilities Operations

FROM: Environmental Health & Safety

DATE: July 25th, 2023

SUBJECT: **Upcoming 2023 Self-Audits:** Laboratory Self Audit and the General Safety Self Audit

At FIU, health and safety is our top priority. Environmental Health and Safety (EH&S) prioritizes safety by encouraging accountability and a proactive mindset, providing tools and knowledge to our diverse community. **EH&S is simultaneously launching the Laboratory Self Audit (LSA) and the General Safety Self Audit (GSSA)** to raise awareness, minimize risks, and mitigate hazards.

Timeframe: Both the LSA and the GSSA will be open for three (3) full months:

Starting **August 1st, 2023**,

and Ending **October 31st, 2023**.

Which do I have to complete? To determine if an LSA or GSSA is required for your space, follow this link and complete the 2-minute survey https://fiu.qualtrics.com/jfe/form/SV_ePerdsPQ7gs9FCS.

Is completing the LSA/GSSA mandatory? Yes, it is **mandatory** to complete the LSA and GSSA within the designated timeframe. Failure to do so will result in a series of consequences, starting with a notice of violation with an extension and potentially leading to the closure of the space. Access will be revoked, and a mandatory reinstatement meeting will be required.

Before getting started, review some resources that will help you streamline submitting the corresponding self-audits.

- **EH&S created Video Introduction Guides for the LSA and the GSSA** that cover all the information, requirements, and resources available. The video will be on the corresponding web page (see links below).
- The Preview is a PDF that shows all the questions, explanations, possible answers, and conditional parameters; it will help you understand the questions that will be asked of you.
- The Checklist is a shortened PDF version of the Preview, created in a checklist style for a walkthrough of your space.

Participation Requirements: *Location*

- Only one room number per space is allowed.
- If you have multiple spaces assigned to you, each room requires a separate submission. Utilize the “retake as a new response” link provided in the confirmation emails. The link starts a new survey but duplicates the original submission; this allows you to advance quickly and only make changes as needed to submit for a new space.
- If your location is an open concept, submit one self-audit for the room number you are assigned to.

Participation Requirements: *Authorized Participation*

- Authorized participants are FIU employees. Students, volunteers, and interns are not permitted to participate to safeguard personally identifiable information and to adhere to the Family Educational Rights and Privacy Act. Submissions from unauthorized participants will be deleted.
 - EH&S recommends the Principal Investigator/Manager/Supervisor of the space either submit the LSA or assign it to an authorized participant.

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Participation Requirements: *Shares Spaces/Groups*

- All groups within a shared or open space must submit separate LSAs or GSSAs to ensure that each group operates safely with proper administrative protocols and safety controls.

You can access the self-audits starting August 1st on the corresponding web pages (see below) from any computer, tablet, or mobile device.

Visit our web pages or contact the program coordinators:

- *Laboratory Self Audit* webpage: <https://ehs.fiu.edu/safety-programs/laboratory/index.html#4>
 - LSA Program Coordinator: Victoria Villa, *EH&S Officer*, vmvilla@fiu.edu.
- *General Safety Self Audit* webpage: <https://ehs.fiu.edu/safety-programs/industrial/index.html#2>
 - GSSA Program Coordinator: Greissy Baldizon, *Environmental Compliance Officer*, gmairena@fiu.edu.