

Florida International University | Department Of Environmental Health & Safety | ehs@fiu.edu

The Fall 2022 Semester is set to begin on August 22nd. EH&S encourages all Academic and Research spaces to take this opportunity to review and revise all procedures, authorizations, and processes. Also, EH&S encourages the review and disposal of materials and hazards within the space to start fresh. EH&S wants to ensure you and all FIU Laboratories are adequately prepared for the upcoming months. Visit the EH&S Website for more information here: <https://ehs.fiu.edu/>

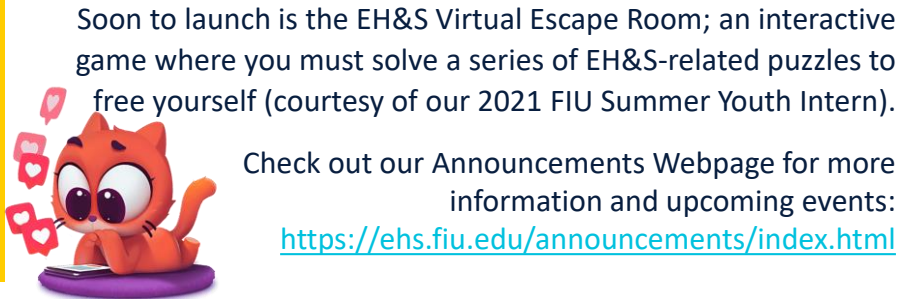
Let's set up for a successful and safe Fall semester!

Newsletter Highlights

- Upcoming:**
EH&S Virtual Escape Room Experience
- Set up For Success**
- Lab Self Audit 2022**

EH&S VIRTUAL ESCAPE ROOM EXPERIENCE

Looking for a fun way to learn about safety and enter for a chance to win a prize each semester?



Soon to launch is the EH&S Virtual Escape Room; an interactive game where you must solve a series of EH&S-related puzzles to free yourself (courtesy of our 2021 FIU Summer Youth Intern).

Check out our Announcements Webpage for more information and upcoming events: <https://ehs.fiu.edu/announcements/index.html>

SET UP FOR SUCCESS FOR THE UPCOMING NEW SEMESTER

Below is a checklist of tasks that EH&S suggests focusing on to set up for the Fall semester, minimize hazards, ensure current information, and cultivate a safe working environment. If you have any questions or concerns, please contact ehs@fiu.edu

- Visually inspect your space** to remove clutter, file documents, surplus items, and report any facilities issues.
- Update room access to authorized users only:** Check key card access records to restrict access to the space.
- Clarify expectations and objectives to all space occupants.** Communicate with space occupants the expectations of working in the space and their objectives. EH&S suggests written documentation be provided and reviewed annually with all space occupants.
- All space occupants must conduct BOTH EH&S Safety Training and On-The-Job Safety Training before commencing work.** Records of these trainings must be current and stored in the space for all space occupants.
For required EH&S training according to the working environment review the training matrixes : <https://ehs.fiu.edu/training/courses-available/index.html>
- Review and revise Emergency Procedures:** Ensure the procedures reflect the operations conducted and hazards utilized and stored in the space. These documents must be easily accessible and understood by all staff. Required Emergency Procedures: Emergency Hazardous Spill Procedures, Emergency Incident and Injury Procedures, Emergency Evacuation Procedures, and Shutdown Procedures.
- Inventory and Label** chemicals, samples, and hazards within the space.
- Dispose of expired chemicals or chemical waste:** Request Hazardous Waste disposal here: <https://webforms.fiu.edu/view.php?id=1106186>
Review the Common Waste Disposal Streams Guide for information on how to dispose of different hazards: <https://ehs.fiu.edu/assets/docs/environmental-compliance/assorted-wastes.pdf>
- Identify surplus, unused, and non-expired chemicals:** Utilize the EH&S Chemical Exchange Program. For more information, contact ehs@fiu.edu
- Chemical Storage is Compatible:** Ensure chemicals are labeled with full chemical name, segregated by hazard class, and stored in a compatible container and cabinet.
- Chemical Inventory is Current:** review all the chemicals in the space and ensure the EHS Chemical Inventory Tracking System is current. Access the Tracking System here: <https://ehsinventory.fiu.edu/>

LABORATORY SELF AUDIT 2022: GENERAL INFORMATION

The Laboratory Self Audit Program is a mandatory self-inspection program to educate the laboratory community on safety and regulatory compliance. If you have any questions or concerns before or during the process, please contact ehs@fiu.edu.

What: The Laboratory Self Audit (LSA) Program is a mandatory self-inspection conducted annually at FIU. Spaces that are laboratories, shops, support spaces, or stockrooms are required to conduct the LSA.

Who: Who can submit?: Only FIU employees are authorized to submit; any student, intern, or volunteer submissions will be deleted in adherence to the Family Educational Rights and Privacy Act.

Where: The LSA is an online survey that can be accessed through the EH&S website; specifically found here: <https://ehs.fiu.edu/safety-programs/laboratory/index.html#4>

When: The 2022 LSA will commence on August 30th, 2022, and end on November 30th, 2022. EH&S will send out communication through the FIU EH&S Laboratory Listserv. Contact ehs@fiu.edu for more information or to be added to the FIU EH&S Laboratory Listserv.

Why: This program supports FIU's laboratory community by:

- Promoting individual accountability for safety and regulatory compliance
- Encouraging a proactive approach to environmental health and safety issues
- Facilitating a better understanding of regulatory compliance
- Reducing lab-related incidents/injuries/violations/fines through encouraging effective communication and training



How: The LSA is compatible with computers, tablets, and mobile devices. EH&S suggests reviewing the Preview or Checklist (a condensed preview) to conduct a quick walkthrough, correct any outstanding issues, and efficiently complete the LSA in one sitting.

Frequently Asked Questions:

- What if the space is a Shared space?
A shared space is a space that multiple groups share; it can be an open concept (void of walls or separations) or a shared room. If you have questions about the status of the space, contact ehs@fiu.edu. Each group that shares the space must submit an LSA because each group brings a different level of administrative functions, operations, and/or hazards to the space. Each group is required to ensure the safety and well-being of its employees by utilizing administrative and safety controls to mitigate and reduce the hazards and create a safe working environment.
- What if there are no hazards, equipment, or safety controls in the space?
All spaces must register and submit an LSA. The only exception is offices, which do not require an LSA submission. The LSA is designed to ask applicable questions; this has been made possible by introducing the "Inventory Section." If no hazards, equipment, or safety controls exist in the space, then the LSA is designed to cut the self-audit early.
- What if I have multiple spaces?
EH&S has designed a solution for groups that have multiple locations. A confirmation email is sent after each submission; within the email is a link called "Retake as New Response." The link is designed to duplicate the response while allowing for edits; thus, all that is required is to adjust for each space (i.e., building, room number, hazards, equipment, etc.).



Visit the EH&S Laboratory Safety webpage for more information, found [here](#).

Reach out with any questions or concerns: ehs@fiu.edu.