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The 2023 Fall Semester is set to start on August 21st, which is also mid-summer and mid-hurricane season. It is crucial to prioritize safety while we continue our operations and prepare for the upcoming semester. This newsletter will cover annual orientation training, upcoming safety seminars, tips for preparing for the Fall semester, and the Lab Self Audit and General Safety Self Audit launch. In the words of Jennifer Mwaisela, "An ounce of prevention is worth far more than a pound of cure!"

## Newsletter Highlights

- Heads Up For This Month
- Annual Orientation
- Launch of Lab Self Audit and General Safety Self Audit
- Upcoming Safety Seminars

## Heads Up For This Month:

- It is Back-To-School Month! Make sure to keep your office and workstation tidy and organized. Also, be aware of more pedestrians and traffic in the area.
- August's Safety Shoutout goes to **Ahmed Abdellah** from Civil and Environmental Engineering. Check out the [Safety Shoutout](#) and consider nominating someone or a group by emailing [ehs@fiu.edu](mailto:ehs@fiu.edu)!
- Remember to stay safe during hot weather by drinking enough water, wearing light-colored clothing, and applying high-SPF sunscreen.

## Annual Orientation

EH&S strongly encourages annual orientation for new and existing team members to ensure safety. All members of your team must comprehend the overall objective for your team, understand the functions of the space, and receive comprehensive training tailored to their specific roles. Below are suggested steps in building the orientation process.

Pro Tip: Review the Training Matrix to identify the required EH&S training everyone in the space must complete before commencing any work there. EH&S suggests providing this list before the orientation training and requiring everyone to bring or email the completed training certificates.

<https://ehs.fiu.edu/training/courses-available/index.html>.



### Step 1: Objectives and Fit

To provide a team member with purpose, value, and drive, it is vital first to have them understand the overall team's objectives. Then, they should know how they fit into the operation and how their work supports the objective.

### Step 2: Understanding the Basics

Once the team members understand where they fit into the space, it is crucial to establish a connection, outline expectations, and help them better understand their operations.

- Establishing a connection by providing the reporting hierarchy, the supervisor's emergency contact phone number, and obtaining their emergency contact information.
- Next is outlining the expectations, including the required EH&S training, the hazards within the space, an overview of the operations, and a thorough review of the emergency procedures listed below.
  - Provide guidance on appropriate behavior, attire, and conduct.
  - Everyone in the space must **understand the hazards and hazardous equipment** within the space, regardless of whether the person will have direct access/interaction/involvement with the hazard. The Safety Data Sheets (SDS) for all the materials should be covered, including how to read the SDS and the location of the SDS.



- **Emergency Hazardous Spill Procedures** ensure that staff can identify minor spills, have the necessary spill kit materials and personal protective equipment to contain the spill, and have on-the-job training to know what to do and whom to call. Everyone in the space should undergo this training, regardless of their level of involvement.
- **Emergency Incidents or Injury Procedures** are essential for all space occupants to understand what to do and who to call when an incident occurs. Ensure everyone in the space understands how to address the situation, the emergency units at their disposal (like fire extinguishers, emergency eye washes, etc.), whom to call, and how to report the incident or injury (to the supervisor and EH&S). Request a template here: [vmvilla@fiu.edu](mailto:vmvilla@fiu.edu).
- **Emergency Evacuation Procedures** are vital for saving lives and require immediate action. Include a quick and condensed list of things to secure or shut off to prevent further risk to others, closest exits, assembly points, and emergency contact information for the supervisor to conduct a head count. Review this template and tailor it according to your space: <https://ehs.fiu.edu/safety-programs/fire/evacuation-procedure/index.html>.
- **Emergency Shutdown Procedures** are necessary for slow on-set emergencies (i.e., incoming hurricanes). Shutdown procedures require extended directions on how to secure/store hazards, shut down equipment, stop operations or procedures, and procedures for reducing the hazards in the space (like requesting waste pick-ups beforehand). Also, remember possible emergency backup outlets.
- A brief overview of all the Standard Operating Procedures (SOPs), emphasizing the procedures the employee is expected to perform, is essential.

### Step 3: Access and Confirmation

- The walkthrough should include the general flow, workstations, hazard locations, the location of the posted emergency procedures, and all other necessary documents (like training records, SOPs, SDS, etc.)
- All the documents must be either given or access provided. Note: Emergency procedures must be physically posted in the space; other documents can be digitally accessible to all.
- Access to the space should be granted or requested.
- Keep a record of individuals who have completed the yearly orientation training. The log should include a section for them to acknowledge their completion of the training and understanding of their expectations.

## Launch of the LSA and GSSA

Today is the launch of the Laboratory Self Audit (LSA) and the General Safety Self Audit (GSSA). Both are self-audits geared towards spreading knowledge of individual accountability and awareness of essential regulatory compliance and safety measures.

**How do I know which I have to complete?** EH&S created a 2-minute survey that will help determine if you need a self-audit and, if so, which you need to complete. Follow this link:

[https://fiu.qualtrics.com/jfe/form/SV\\_ePerdsPQ7gs9FCS](https://fiu.qualtrics.com/jfe/form/SV_ePerdsPQ7gs9FCS).

**Need more information?** Check out the corresponding website, listed below, for all the information about who are authorized participants, how to access the self-audits, and more.

Also, on the webpages, check out the **video Introduction Guides**, which guides you through all the information, timelines, and available resources to make completing the self-audits easier!

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](mailto: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](mailto:gmairena@fiu.edu).



## Upcoming Lab Safety Seminars

EH&S will be hosting Safety Seminars to improve general knowledge of regulatory compliance. Below is a breakdown of the dates, the topics, and the presenters. **Join our Zoom presentations from 1:30 PM to 2:30 PM with the links below.**

- August 24th – General Lab Safety Topics – [Gina Oubrar, Assistant Director, Sign up Here](#)
- August 31st – Chemical Inventory – [Margarita Kotzer, Chemical Safety Officer, Sign up Here](#)
- September 7th – Hazardous Waste – [Paola Ferrer, Laboratory Safety Technician, Sign up Here](#)
- September 14th – LSA (Halfway Through) – [Victoria Villa, EH&S Officer, Sign up Here](#)
- September 21st – RAD safety – [Dr. David Roelant, Radiation Safety Officer, Sign up Here](#)
- September 28th – Hot Work – TBD [Sign up Here](#)



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

Reach out with any questions or concerns: [ehs@fiu.edu](mailto:ehs@fiu.edu).

