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A Unit of Financial Services & Reporting

ANNUAL REPORT
(Fiscal Year)
2009-2010
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I. INTRODUCTION

For fiscal year 2009-2010, the Environmental Health & Safety (EHS) unit consisted of five full time staff, two student employees and 2 employees with 1/4 time to 1/2 time responsibilities. They are Dr. Jennifer Walton, Manager, Risk Management, Environmental Health & Lab Safety, Jon Kujat, C.S.H.M., Manager, Risk Management, Environmental Health & Safety, Dan Lyons, Environmental Administrator, Caren Pankow, Safety Administrator, Tom Schultz, Biosafety Coordinator, Jaime Stock, Supervisor of Lab Operations/Chemistry, Amy Gehring, Administrative Secretary, Katy Lemorie, Student Employee and James Barrett, Student Employee. This report will focus on the accomplishments of EHS in 2009-2010.

As in the past, EHS continues to deal with environmental and safety issues on campus, whether employee, student, or visitor related. Our goal is to prevent work related injuries by reaching out through safety training, consultations, job safety analyses, etc. In addition, environmental issues such as underground storage tanks and asbestos are addressed on a daily basis. We also strive to be in compliance with regulatory agencies by researching regulations, maintaining material safety data sheet (MSDS) inventory, and keeping up with regulatory reporting, such as S.A.R.A. Title III. We are also responsible for performing small-scale hazardous materials clean up and conducting/reviewing Phase I Environmental Assessments. These various activities will be broken down in the following report. With addition of new staff, EHS’s responsibilities have been broadened to include underground storage tanks, stormwater permitting, air permitting, asbestos, as well as enhanced emergency response.

EHS has continued to enjoy a strong working relationship with internal CMU departments, including but not limited to: University Health Services, Facilities Management, Central Health Improvement Program, Residence Life, CMU Police Department, University Counsel, the College of Science & Technology, Herbert H. & Grace A. Dow College of Health Professions and Office of Research and Sponsored Programs. In addition, EHS strives to work with exterior agencies such as the Mount Pleasant Fire Department, Isabella County Hazardous Materials Response Team, Central Michigan District Community Health and Isabella County Emergency Management. Collaborating with these various agencies makes CMU the safest it can be.

II. EMERGENCY PREPAREDNESS COORDINATOR PROGRAM

Now in its fourth year the Emergency Preparedness Coordinator program continues to evolve. The Emergency Preparedness Coordinator serves as a primary liaison between Environmental Health & Safety (EHS), CMU Police, employees, students and visitors within his/her respective building.

The Emergency Preparedness Coordinator is the main contact person for the building regarding emergency planning and preparedness. Emergencies may include natural disasters, bomb threats, power failures, medical emergencies, fires, and hazardous material conditions.

The Emergency Preparedness Coordinator is also the primary communication contact by the university relative to matters affecting emergency action plans in his/her respective building and surrounding the facility.
III. EMERGENCY PREPAREDNESS PLANNING

EHS continues to assist the campus community with emergency preparedness planning by conducting fire drills, presenting tabletop scenarios, and authoring emergency action plans. A total of 88 fire drills were conducted in the following buildings:

- Anspach Hall
- Barnes Hall
- Beddow Hall
- Brooks
- Calkins Hall
- Campbell Hall
- Carey
- CART
- Dow
- Celani
- Cobb
- CSB
- Emmons Hall
- ET Bldg.
- Fabiano Hall
- Finch
- Foust
- Grawn
- Herrig Hall
- HPB
- IAC
- Kesseler Hall
- Kulhavi Hall
- Larzelere Hall
- Merrill Hall
- Moore/Bush
- Music
- Mich Special Olympics
- North Art
- Park Library
- Pearce
- Powers
- Robinson Hall
- Rowe Hall
- Saxe Hall
- Sloan
- Smith
- Sweeney Hall
- Thorpe
- Trout Hall
- Troutman Hall
- University Center - Bovee
- Warriner Hall
- Wheeler Hall
- Wightman Hall
- Woldt

Emergency Action Plans are in place for each building on campus as well as College of Extended Learning Facilities in Michigan. Tabletop exercises were planned and implemented for Athletics and the Crises Response Team. Finally, EHS assisted CMU Police in achieving Storm Ready Certification from the National Weather Service.

IV. WRITTEN PLANS

There are many written health and safety plans required by federal and state regulatory agencies. EHS authors these plans and updates them on an annual basis. This is done to ensure compliance with any new regulations, and also to keep current with personnel changes within the University, which are listed in the various plans. All of the written plans can be found on the EHS web site at www.ehs.cmich.edu. These plans include:

- Bloodborne Pathogen Exposure Control Plans for the following departments:
  - Campus Collection Sites for Bio-Hazardous Waste
  - Central Health Improvement Program (C.H.I.P)
  - College of Science & Technology
  - College of Health Professions
  - CMU Police
  - Facilities Management
  - Residence Life
  - University
- Biohazardous Waste Management Plan
- Confined Space Program
- Chemical Hygiene Plan
- Emergency Action Plans (or Emergency Procedure Manuals) for all CMU staffed buildings in the State of Michigan
- Hazard Communication Program
- Hearing Conservation Program
- Hot Work Program - University
  - Contractor Hot Work Program
- Lockout/Tagout (Energy Control)
V. TRAINING

Training is an on-going focus of the EHS department. Training not only helps to ensure that employees have the knowledge and skills to work safely; it is also one way to ensure regulatory compliance for the University. For the 2009-2010 fiscal year, EHS trained a total of 2896 individuals on campus.

Training modules are updated on an annual basis to assure the information is current. As mandated by regulations, several of the training modules are repeated annually. In previous years, EHS has attempted to reach a more diverse audience and provide training for departments who are not specifically required to attend safety training with monthly “open” sessions for some of the more relevant topics, such as Bloodborne Pathogens, Fire Safety and Severe Weather. Training topics this past year included:

- Aerial Lifts (including practicals for all aerial & man lifts)
- Asbestos Awareness
- Asbestos Online Training
- Bleacher Safety Training
- Bloodborne Pathogen
- Chemical & Animal Safety Training
- Chemical Hygiene Training (Online)
- Confined Space Awareness (including attendant, entrant, and supervisor)
- CPR/First Aid/AED Training (including quarterly reviews)
- Electrical Safety Training
- Emergency Coordinator Training
- Emergency Response/Preparedness Training
- Fall Protection/Ladder Safety
- Fire Extinguisher/Fire Safety
- Fleet Safety Online Training
- Hazard Communication (Right to Know)
- Haz Mat Training Scenarios
- Haz Wop Awareness Training
- Heat Stress Training
- Lab Safety (Facilities Management/College of Science & Technology)
- Landscape Operations
- Machine Guarding
- Mechanical Room Safety
- New Employee Safety Orientation
- New Employee Online Training
- New Hire/Student/Temporary Employees
- Personal Protective Equipment
- Radiation Safety Training
- Respiratory Protection/Fit Test
- Severe Weather Training
- Severe Weather Online Training
- Swimming Pool Safety Training
- Underground Walkway Safety Training
- X-Ray Diffraction Training

The following is a brief summary of the training presented as well as a graphic view of training, by subject, over the previous years.

**Aerial Lifts (including practicals for all aerial and man lifts)**

For fiscal year 2009/2010, EHS has trained **52 employees**. EHS, in collaboration with Facilities Management provides training to employees in the operations, hazards, safeguards, and safe practices for aerial lift operation according to MIOSHA Part 58 Aerial Work Platforms. Instruction includes both classroom lecture and practical testing using aerial lift devices owned by CMU. Operator permits are issued by the Safety Administrator and are valid for 3 years.
Asbestos Awareness

Asbestos Awareness training is designed to give employees knowledge on how to avoid asbestos exposure. The various types of asbestos are discussed and building materials that may contain asbestos are identified. Explanation is given on when asbestos may present a hazard and when it does not. The health effects of asbestos exposure are also explained. Asbestos awareness training was attended by 113 employees this fiscal year.

Asbestos Online Training

Asbestos Awareness Online addresses the same topics as Asbestos Awareness Training. It is a video presentation of Asbestos Awareness Training as outlined in 29 CFR 1910.1001(j)(7). Asbestos Awareness Online can be downloaded to any computer by going to www.ess.cmich.edu Training, Online Training, Asbestos Awareness Training; the employee’s global identification is required. From the list of Online training provided the employee selects Asbestos Awareness which is downloaded to their computer terminal. This training is designed to reach a broad audience which include but is not limited to those whose schedules conflict with conventional training dates. Upon completion of viewing the online training presentation, participants are requested to take a short quiz on the material covered in Asbestos Awareness. Participants who score a seventy percent or better receive notice that they “passed”. Their names are recorded as successfully completing Asbestos Awareness Training. Those individuals who do not score seventy percent or better are required to watch the presentation again and re-take the quiz until a passing score is achieved. 23 individuals completed this training.
Bleacher Safety Training

New this year, 8 individuals have taken the Bleacher Safety Training. This training focused on inspection techniques, potential injuries and a recent court case associated with injuries on bleachers.

Bloodborne Pathogen

Since July 1, 2009, 599 individuals have attended Bloodborne Pathogen (BBP) training conducted by EHS. BBP training emphasizes how to prevent exposure how pathogens are transmitted, and identifies the types of bloodborne pathogens and their associated diseases. A discussion of the regulations, current trends, and statistics is included in the training, also.

Depending on the audience, a hand-washing demonstration is sometimes included along with the opportunity for individuals to practice removing gloves without “exposing” themselves to simulated blood.

Chemical & Animal Safety Training

New this year, 118 were trained. This training meets the requirements for pre-service teachers before they student teach.

Chemical Hygiene Training (Online)

New this year, 76 students were trained. This Blackboard training is offered as a backup for individuals who cannot attend the classroom lab safety training.
Confined Space Awareness (including attendant, entrant, and supervisor)

This year, EHS, trained 115 employees. CMU’s Confined Space Written Plan is discussed and employees acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned while working in confined spaces. Employees are trained to know the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the hazard(s) exposure. Training on the proper use of equipment including hazard detection monitors is also conducted.

CPR/ AED Quarterly Review Certification

EHS provided employees with CPR/AED Certifications. EHS is certified to provide the American Red Cross First Aid, Cardiopulmonary Recitation and External Defibrillator training. This training is not part of CMU sponsored activities, but offered for those individuals wishing to have the certification for personal use. A total of 7 employees are certified.

Electrical Safety Training

New this year, 3 individuals have attended this training. The session covered the provisions of the regulation as they pertain to persons who work on or near exposed energized parts.
Emergency Coordinator Training

Two sessions were held to train emergency preparedness coordinators. Training was conducted by Jon Kujat, EHS, and Bill Yeagley, CMU Chief of Police. Topics were as follows:

- Fire Drills
- Tornado Drills
- Shelter in place Drills
- NOAA Weather Radios
- Building Security Issues
  - Communication Issues
  - Message to Emergency Coordinators and Backups
  - City Watch Phone System
  - Mediated Classrooms
  - Cable TV
- Active Shooter Response
  - Suspicious Person/Activity
  - Building Floor Plans

A total of 29 Emergency Preparedness Coordinators attended these trainings.


Emergency Response/Preparedness Training

New this year, 50 employees were shown how to access the E.R. section of our website. Employees reviewed the EAP’s for various buildings and were familiarized with how to respond to the different types of emergencies that may occur while on campus.
**Fall Protection/Ladder Safety Training**

This year, EHS has trained 46 individuals. Fall Protection Training is designed to enable employees who may be exposed to fall hazards to recognize the hazards of falling and the procedures to follow in order to minimize these hazards.

Ladder Safety Training employees are trained on the inspection, handling and transporting, and proper use of ladder, both portable and fixed.

![Bar Chart](image1)

**Fire Extinguisher/Fire Safety**

Since July 1, 2009, 480 employees have attended fire extinguisher training. This training continues to be one of the more popular training sessions, as attendees are given the opportunity to put out a “live” fire. Fire training includes a classroom portion, which covers an overview of the regulations, basic fire facts, home safety tips, the anatomy of a fire extinguisher, the different types of fire extinguishers, and what each type is designed for.

![Bar Chart](image2)
Fleet Safety Online Training

Fleet Safety On-Line Driver training continues to be utilized by the Volunteer Center for training students who have volunteered to drive for various events. 267 individuals completed the on-line training and submitted finished quizzes to EHS.

Hazard Communication (Right to Know)

Hazard Communication (Right to Know) training was conducted for 160 employees and students. Training is conducted on the hazards associated with chemical use, labeling requirements, how to read a Material Safety Data Sheet (MSDS), proper storage, and spill response procedures. Of that number, many were student employees who took advantage of the convenient on-line training module. The on-line module continues to allow both students and departments the flexibility to work around class and work schedules while still providing necessary training.
Haz Mat Training Scenarios

In an effort to maintain the Hazwoper (29 CFR1910.120) Technician Level Certification for EHS staff, EHS has begun in-house Haz-Mat Training. Topics include PPE, Spill Scenarios, Resource Recognition and facility tours. A total of 40 employees have been trained to date on haz mat topics.

Haz Wop Awareness Training

New this year, 16 employees have taken Hazardous Material Awareness Training as mandated in 29 CFR 1910.120. During this training, employees learn to recognize hazardous material releases and how to contact the appropriate resources for assistance.

Heat Stress Training

New this year, EHS trained 38 employees. This training prepares employees for the hazards of working in hotter environments. Employees learn to recognize the signs and symptoms of heat-related illnesses and proper methods of prevention.

Lab Safety (Facilities Management & College of Science & Technology)

New this year, 142 employees, students, and staff were trained. Monthly training is offered for individuals who will be working with chemicals in CMU labs. Lab safety awareness training is offered for individuals who may need to work in lab settings, but not directly with chemicals, such as Facilities Management employees.
Landscape Operations

EHS, in collaboration with Landscape Operations trained 4 employees on chainsaw safety. Discussion included the proper use of chainsaw operation and proper personal protective equipment. This is done by the Landscape Operation Supervisor with EHS guidance on regulatory compliance.

Machine Guarding

New this year, 3 employees have taken the Machine Guarding Training. There are many hazards created by moving parts of machines and equipment safeguards are essential for protecting workers from needless injury. Workers are taught how to recognize the different types of hazardous mechanical motions and actions for various kinds of equipment.

Mechanical Room Safety

New this year, 3 employees have taken the Mechanical Room Safety Training. This hands on training took new employees through a number of mechanical rooms on campus. Hazard recognition of the potential, dangers within these rooms was the primary focus of this training.

New Employee Safety Orientation

New Employee Safety Orientation training was attended by 13 new employees this fiscal year. This training includes an overview of several safety topics, including bloodborne pathogens, hazard communication, fire safety and emergency plans.
New Employee Online Training

Similar to the standard New Employee Training, an on-line version was developed to allow employees greater flexibility to attend the training. Topics discussed include: Bloodborne Pathogens, Hazard Communication (Right to Know), Fire Extinguisher/Fire Safety and Emergency Procedures. 9 employees took advantage of this training.

New Hire/Student/Temporary Employees

The New Hire/Student/Temporary Employee training was developed at the request of the Joint Health & Safety Committee (JHSC). The JHSC felt that student employees and temporary employees were not receiving adequate safety training prior to their assignments. As a result, EHS developed and conducted full day training sessions covering fire safety, hazard communication, personal protective equipment, ergonomics, workers’ compensation, lock out/tag out, severe weather and asbestos awareness. A total of 183 New Hire/Student/Temporary Employees attended these sessions.
Personal Protective Equipment

Employees who are required to use PPE receive training on the limitations of PPE, when and what type(s) of PPE is necessary for a given task, how to properly put on and remove PPE, and the proper care, maintenance, and disposal of PPE. This year, EHS has trained 3 employees.

Radiation Safety Training

New this year, 8 individuals have taken Radiation Safety Training. Radiation Safety Training is offered to individuals who are working with equipment that generates x-rays and individuals who are working with radioisotopes.

Respiratory Protection/Fit Test

During fiscal year 09/10, EHS trained 33 Facilities Management employees on respiratory protection. Annual training is a requirement for employees who are required to wear respiratory protection during the course of their job. Included in this training is an overview of the regulations and identification of the various types of respiratory protection. Proper storage of the respirator and cartridges is also discussed.

Employees are required to have a physical and pass a Pulmonary Function Test prior to wearing a respirator. Once these steps have been accomplished and training has taken place, they receive fitting instructions and demonstrations on how the respirator should be worn. During fit testing, using irritant smoke, each employee is taken through a series of exercises while wearing their respirators to assure a good face seal, and also to assure the employee is familiar with adjusting the respirator on his/her own.
Severe Weather Training

Severe Weather training was attended by 229 individuals this past year. This training generally takes place in the spring when the likelihood of severe weather increases. Weather conditions such as lightning, flooding, tornados and heavy rain are discussed. Employees and/or student attendees are trained in recognizing conditions that could lead to severe weather situations, what to look for in a shelter area, what to avoid in a shelter area, as well as the importance of seeking shelter during a storm. Shelter locations on campus are also identified.

![Severe Weather Training Chart]

Severe Weather Online Training

Similar to the standard Severe Weather training, a virtual or on-line training was created to give employees more flexibility to attend this training. Tornadoes, heavy rain and flooding are discussed during this training. A total of 5 employees took advantage of this training.

![Severe Weather Online Chart]

Swimming Pool Safety Training

New this year, 8 individuals have taken the Swimming Pool Safety Training. This course taught employees about regulations, inspections and maintenance of swimming pools.
Underground Walkway Safety Training

EHS trained a total 3 individuals this year. Employees were trained on the hazards of working in underground walkways as well as the various regulations that may be involved. This session was conducted by MIOSHA Consultation, Education, and Training Specialist (CET), Bob Carrier.

X-Ray Diffraction Training

New this year, 10 individuals have been training in X-Ray Diffraction. This training is offered to individuals working with x-ray diffraction equipment.
VI. ACCIDENT/PROPERTY DAMAGE INVESTIGATIONS

EHS reviews all employee accident reports. Since July 1, 2009, approximately 168 employee accident reports have been submitted to our office which is down from last year’s report. Reports are monitored for possible safety issues that may be present, and also to identify potential trends. If deemed necessary, investigative action is taken. When appropriate, EHS follows up with supervisors to assure the proper personal protective equipment (PPE) is available and being used.

This year, Facilities Management employees accounted for approximately 67% of the accidents reported, followed closely by Dining Services with 45%. This is to be expected, due to the nature of the work performed by these departments. Sprains/Strains were the majority type of injury with 27% followed by Inhalation with 17%. This was followed by Contusions 15%, Lacerations 15%, Other 13% (bee stings, fracture, dislocation, chemical exposure, allergic reaction, puncture, rash, and cumulative trauma), Burns 6%, Abrasion, 4%, and Foreign Objects 3%.

EHS also conducts investigations into student/visitor incidents/accidents on campus. This includes, but is not limited to collecting information through photographs, interviewing witnesses and, if possible, the injured. If it appears there is a safety hazard present, appropriate actions are taken to correct the hazard.

This fiscal year, EHS followed up on 32 separate incidents/accidents involving students, employees, and visitors.

ACCIDENTS/INCIDENTS REVIEWED INJURIES BY TYPE
CONCERNS/COMPLAINTS INVESTIGATIONS

FY 05-06 FY 06-07 FY 07-08 FY 08-09 FY 09-10

Inhalation 17%
Contusions 15%
Laceration 15%
Other 13%
Foreign Object 3%
Sprain/Strain 6%
Abrasion 4%
VII. CONCERNS/COMPLAINTS INVESTIGATIONS

All staff members, faculty members, students and visitors to campus are encouraged to bring any safety concerns to the attention of EHS. All concerns are investigated by EHS or passed on to the appropriate person(s) department for remediation.

A. Indoor Air Quality

Indoor Air Quality remains one of the main areas of concern that is reported to EHS. Examples of some of the air quality assessments conducted this past year include:

- Foust
- Warriner
- Anspach
- Wightman
- Thorpe
- Dow
- Pearce
- Health Professions Building
- Calkins
- Sloan
- Northwest Apartments
- Brooks
- President’s Residence

In addition to the above investigations, EHS was called out on numerous occasions to investigate strange “odors” in buildings.

B. Safety Concerns

This year, EHS investigated 53 concerns. These concerns ranged from slip, trip & fall hazards to moldy building materials, as well as asbestos and lead concerns. Examples of safety concerns conducted this year include the following buildings.

- Anspach
- Cobb
- Emmons
- Engineering and Technology
- Herrig
- Northwest Apartments
- Pearce
- Saxe
- Warriner
- Brooks
- Dow
- Powers
- Beddow
- Wheeler
- Music
- Terminal Park
- Barnes
- Troutman
- North Art
- Ronan
- Finch
- Woldt
- Washington Apartments
- Carey
- Calkins
- Sweeney
- Wightman
- Park Library
- Rose Ryan
VIII. PLAYGROUND INSPECTIONS

EHS has continued to conduct playground inspections twice a year. Inspections are done to assure a safe play environment for children who live and play on campus. Items looked for in an inspection may include loose or raised bolts, missing protective coverings on bolt heads, sharp edges on play equipment, damaged play equipment, placement of equipment in relationship to trees, structures etc. If an area of concern is found, a picture is taken and submitted with a work order, and a full report is issued to Landscape Operations, Risk Management and Residence Life.

IX. MATERIAL SAFETY DATA SHEET (MSDS) MANAGEMENT

EHS continues to maintain MSDS for all hazardous products used on campus. A database is kept of all products and the departments that house the chemicals.

X. HAZARDOUS MATERIAL SPILLS

Three hazardous material spills occurred in the Music Building, Dow and Kelly Shorts Stadium this past fiscal year.

XI. MOTORIZED UTILITY VEHICLES

EHS authored a Motorized Utility Vehicle Policy in 2008. It is in the drafting phase as of this report.

XII. SAFETY COMMITTEES

EHS continues to be involved in two safety committees for the University; the Campus Environmental, Health and Safety Committee (CEHSC), and the Joint Health and Safety Committee (JHSC). These committees meet throughout the year to address safety concerns on campus.

XIII. WEB PAGE

For 2009/2010 EHS continued to provide updated content for the web page (www.ess.cmich.edu) maintained by Financial Information Systems. This continues to be a valuable tool to campus for many years. Many items on the web page have proven to be very helpful to the web page user. A partial listing of items on the web page is provided below.

- Fire Safety Page
- Tornado Safety
- University Written Health & Safety Plans
- Training Descriptions and Schedule
- On-Line Training
- Video Library
- Committee Minutes and Members
- Floor Plans, with Designated Tornado Shelters
- MSDS Links
- Annual Reports
- Hazardous Waste Submission Form
- CHIP Ergonomics Services
- Various Forms and Checklists
- Monthly Newsletters
XIV. FIRE SUPPRESSION AND NOTIFICATION INSPECTIONS

Fire alarm testing took place for Residence Halls in August, 2009, December, 2009 and May, 2010. State buildings on campus had fire alarms tested in August 2009. EHS is responsible for scheduling testing dates and coordinating them with building coordinators, and assisting Facilities Management Electricians in the fire alarm testing.

Twice per year, EHS conducts these inspections for 27 connection units on 25 buildings. In addition to ensuring fire department accessibility, all components are inspected for deficiencies and work orders for repair/replacement are submitted to Facilities Management as necessary.

XV. SAFETY HOTLINE

As part of our effort to reach out to the campus community, EHS continues to monitor the SAFETY HOTLINE which was developed three years ago as a way for individuals to bring safety concerns to our attention. The Hotline can be reached by dialing 8080 from any on-campus phone. Individuals may remain anonymous if they wish, but are asked to leave a detailed description of their concern. Each concern is documented and all are investigated.

XVI. REGULATORY INSPECTIONS

In September, MIOSHA conducted an inspection to follow up on a lab accident that occurred in August. CMU received two citations. RM/EHS handled the subsequent reporting and abatement of the citations.

XVII. LAB SAFETY PROGRAMS

The lab safety program was moved to RM/EHS from the College of Science and Technology in July 2009. This helped to centralize the program and provide lab safety services to the entire campus. CMU locations with laboratories include Dow, Brooks, Engineering Technology, North Art Studio, Wightman, Health Professions Building, Anspach, Rowe, CMURC, and Beaver Island.

Elements of the lab safety program currently include radiation, chemical, biosafety, and animal safety. 2009-10, elements of each program are as follows.

1. Radiation Safety – This program is set up to meet the regulations of the Nuclear Regulatory Commission and Michigan Department of Community Health.
   a. 18 individuals trained.
   b. Radiation Safety Committee – 2 meetings.
   c. Review of 1 radiation grant proposal.
   d. Review of radiation protocol for 2 new portable XRF units.
   e. Instruments calibrated once a year.
   f. Annual radiation audit conducted.
   g. Monthly radiation surveys conducted.
   h. Radiation sources leak tested twice a year.
   i. Radiation badges changed monthly/quarterly to monitor employee radiation expose.
   j. Radiation inventory conducted twice a year.
   l. Annual Low Level Radioactive Waste Authority reporting completed.
2. Chemical Safety – This program is set up to meet the regulations of MIOSHA for the use of chemicals in lab settings.
   a. Chemical fume hoods, paint spray booths, local exhaust ventilation tested twice a year.
   b. Emergency eyewashes/showers tested twice a year.
   c. Chemical Hygiene Plan updated annually.
   d. Monthly lab safety training.
   e. Ongoing review of lab standard operating procedures for high hazard chemicals.
   f. Monthly Lab Safety Committee meetings (September – April).
   g. Developed a lab equipment decontamination procedure for campus.
   h. Monthly calibration of air monitors.
   i. Annual lab cleanout.
   j. Annual chemical inventories.
   k. Fire Department Chemical surveys completed in 2010 (due every 5 years).
   l. Incidental chemical spill response.

3. Biosafety
   a. Finalized the CMU Biowaste Plan – will continue with annual updates.
   b. Ongoing review of protocols through the Institutional Biosafety Committee (IBC).
   c. Ongoing biosafety training.
   d. Annual biosafety inspections.
   e. Regular shipment of medical waste.

4. Animal Safety
   a. Created and finalized the Occupational Health and Safety Plan for the Institutional Animal Care and Use Committee (IACUC) – will continue with annual updates.
   b. Set up medical monitoring for individuals working with animals.

One new element of the lab safety program is the Facility Safety Plan that was created to meet the regulatory requirement of the Department of Defense (DOD). Since CMU has received grants from the DOD, we are required to file a Facility Safety Plan annually. This will continue to be part of the lab safety program as long as CMU received DOD grants.

XVIII. GOALS for 2010–2011

1. Develop on-line training for all EHS subjects.
2. Implement a Field Safety Plan, Laser Safety Program, and Biosafety Program.
3. Develop an auditing system for the various EHS programs.

XIX. EXECUTIVE SUMMARY

Environmental Health & Safety, now in its ninth year, continues to strive to make CMU the safest it can be. Some of the highlights for fiscal year 2009-2010 include:

- 2867 individuals trained on 34 separate topics.
- 168 employee accident reports were reviewed.
- 21 indoor air quality investigations were completed.