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A Unit of Financial Services & Reporting

ANNUAL REPORT
Fiscal Year
2010 – 2011
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I. INTRODUCTION

For fiscal year 2010-2011, the Environmental Health & Safety (EHS) unit consisted of five full time staff, one student employee and two 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; Kathy Litwiller, Administrative Secretary; and Megan O’Connell, Student Employee. In August, Kathy Litwiller joined the EHS team, replacing Amy Gehring who left in May. This report will focus on the accomplishments of EHS in 2010-2011.

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 SARA 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. EHS’s responsibilities also 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 fifth year the Emergency Preparedness Coordinator program continues to evolve. The Emergency Preparedness Coordinator serves as a primary liaison between Environmental Health & Safety (EHS), Central Michigan University (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 86 fire drills were conducted in the following buildings:

- Anspach Hall
- Barnes Hall
- Beddow Hall
- Brooks Hall
- Calkins Hall
- Campbell Hall
- Carey Hall
- Dow Science
- Celani Hall
- Central Energy Facility
- Cobb Hall
- Combined Services Bldg.
- Education Bldg
- Emmons Hall
- Engineering & Technology Bldg.
- Fabiano Hall
- Finch Hall
- Foust Hall
- Grawn Hall
- Health Profession Bldg.
- Indoor Athletic Complex
- Kesseler Hall
- Kulhavi Hall
- Larzelere Hall
- Merrill Hall
- Moore/Bush Music Bldg.
- Mich Special Olympics
- North Art Studio
- Park Library
- Pearce Hall
- Powers Hall
- Public Broadcasting Station
- Residences Dining Halls
- Robinson Hall
- Ronan Hall
- Rowe Hall
- SAC/Rose/Events Center
- Satellite Energy Facility
- Saxe Hall
- Sloan Hall
- Smith Hall
- Sweeney Hall
- Thorpe Hall
- Trout Hall
- Troutman Hall
- University Center-Bovee
- Warriner Hall
- West Hall
- Wheeler Hall
- Wightman Hall
- Woldt Hall

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.

IV. CORE CRISIS GROUP/CRISIS RESPONSE TEAM

Key leaders from the CMU Core Crisis Group and the Crisis Response Team (CRT) gather monthly to discuss what steps the university would take in response to various emergency exercises. Also, the teams hold an annual tabletop exercise to discuss emergency preparedness procedures involving a simulated event. A tabletop exercise is a facilitated analysis of an emergency situation in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans and identify where those plans need to be refined.

V. 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.ess.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)
VI. 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 2010-2011 fiscal year, EHS trained a total of 3284 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 Lift Training (including practicals for all aerial & man lifts)
- Asbestos Awareness Training
- Bloodborne Pathogen Training
- Chemical & Animal Safety Training
- Cold Stress Training
- Confined Space Awareness Training (including attendant, entrant, and supervisor)
- Contractor Procedures/Hot Work Training
- CPR/First Aid/AED Training (including quarterly reviews) Training
- Distracted Driving Training
- Emergency Response/Preparedness Training
- Fall Protection/Ladder Safety Training
- Fire Extinguisher Training
- Fire Marshall Training
- Fleet Safety Online Training
- Hazard Communication/Right to Know Training
- Haz Mat Training Scenarios
- Heat Stress Training
- ICS 100HE Training
- Lab Safety Training and On-Line Training
- Landscape Operations Training
- Lockout-Tagout/Machine Specific Procedures
- Mold Awareness Training
- New Hire/Student/Temporary Employee Training
- NFPA 70E PPE Selection/Tables 130.7 (C)(9)(10)(11)
- Personal Protective Equipment
- Radiation Safety Training
- Recycling Procedures Training
- Respiratory Protection Training
- Scaffold Safety Training
- Severe Weather Training
- Underground Walkway Safety 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 Lift Training (including practicals for all aerial and man lifts)**

For fiscal year 2010-2011, EHS has trained 7 employees. EHS 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.

![Aerial Lift Training Graph](image_url)
Asbestos Awareness Training

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 156 employees this fiscal year.

Bloodborne Pathogen Training

Since July 1, 2010, 448 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

Chemical & Animal Safety Training is for students to take before student teaching. 85 were trained. This training meets the requirements for pre-service teachers before they student teach.
Cold Stress Training

Training designed to educate employees on the effects of temperature on the human body such as frostbite and hypothermia, prevention techniques, ergonomics, and personal protective equipment. 45 were trained for the fiscal year 2010-2011.

Confined Space Awareness Training (including attendant, entrant, and supervisor)

This year, EHS, trained 2 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.
Contractor Procedures/Hot Work Training

This training was conducted for Facilities Management Project Manager employees to familiarize them with the procedures for managing work contracted to non-CMU employees. A demonstration of how to access Environmental Health & Safety’s written programs online was conducted. CMU’s Hot Work Program for Contractors was discussed, including the required permit form. Hot work involves using an open flame, or work which generates heat, sparks, slag or other superheated materials, (this includes but is not limited to brazing, cutting, grinding, soldering, thawing pipes, torch applied roofing, and welding). 5 were trained this fiscal year.

![Contractor Procedures/Hot Work Training](chart)

CPR/First Aid/AED Training (including Quarterly Reviews)

EHS provided employees with CPR/First Aid/AED Certifications. EHS is certified to provide the American Red Cross First Aid, Cardiopulmonary Recitation and External Defibrator 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 64 employees were certified.

![CPR/First Aid/AED Training (including Quarterly Reviews)](chart)

Distracted Driving Training

Based on the U.S. Department of Transportation’s initiative to end distracted driving, this training focused on the hazards associated with driving while using mobile phones, both hands held and hands free. 144 were trained this fiscal year.
**Emergency Response/Preparedness Training**

A total of 1 employee was shown how to access the Emergency Response section of our web site. 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 130 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.
Fire Extinguisher Training

Since July 1, 2010, 149 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.

Fire Marshal Training

This training is put on for residence hall staff that serve in the position of fire marshals. Training is intended to give the audience an overall picture of fire properties, fire prevention techniques, fire extinguisher usage, and general fire safety. EHS trained 196 individual this fiscal year.

Fleet Safety On-Line 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. 150 individuals completed the on-line training and submitted finished quizzes to EHS.
Hazard Communication/Right to Know Training

Hazard Communication (Right to Know) training was conducted for 220 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 23 employees have been trained to date on haz mat topics.
Heat Stress Training

EHS trained 132 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.

ICS 100HE Training

Introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). A total of 2 were trained this fiscal year.

Lab Safety Training and On-Line Training

EHS trained 267 employees, students, and staff in classroom settings and 24 did their refresher training on-line. 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. For those individuals that already had the training from the previous year we offered on-line refresher training.
Landscape Operations Training

EHS, in collaboration with Landscape Operations trained 1 employee 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 ESS guidance on regulatory compliance.

Lockout-Tagout/Machine Specific Procedures

This fiscal year 125 employees including individuals from Facilities Management received Lockout-Tagout training. Employees are trained in what lockout-tagout is and the hazards associated with the various types of energy, the proper use of locks and tags, the proper sequence of equipment lockout, the lockout-tagout regulations, group lockout and removal of lockout-tagout devices.
Mold Awareness Training

This training was conducted for Facilities Management custodians as a review on mold based on information from the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control (CDC), and the Environmental Protection Agency (EPA). CMU mold remediation procedures, including proper Personal Protection Equipment (PPE) selection was also covered. Fiscal year 2010-2011 has seen 64 individuals trained.

New Hire/Student/Temporary Employee Safety Training

New Employee/Student/Temporary Safety training was attended by 306 new employees this fiscal year. This training includes an overview of several safety topics, including bloodborne pathogens, hazard communication, fire safety and emergency plans.

NFPA 70E PPE Selection/Tables 130.7 (C)(9)(10)(11) Training

This training was conducted for Facilities Management electricians and covered the standard’s selection criteria for Personal Protection Equipment (PPE). Electricians were given a written exercise which was designed to familiarize them with how to select PPE based on the tasks performed, types of electrical equipment, and hazard/risk categories using NFPA 70 E Tables 130.7 (C)(9), 130.7 (C)(10), and 130.7 (C)(11). A total of 16 individuals were trained this fiscal year.
Personal Protective Equipment Training

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 fiscal year, EHS has trained 81 employees.

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. For the fiscal year 2010-2011, 63 individuals have taken safety trainings for Radiation Worker, Radiation Awareness, Bone Densitometer, X-Ray Diffraction, or X-Ray Fluorescence.
Recycling Procedures Training

This training is for student employees who work for Facilities Management Recycling. Standard operating procedures for used fluorescent bulb recycling, proper clean-up and packaging of broken bulbs, and composting were discussed. EHS trained 105 individuals this fiscal year.

Respiratory Protection Training

During fiscal year 2010-2011, EHS trained 129 Facilities Management employees on Respiratory Protection, including: Fit Test, Refresher Training, Dust Mask User Seal Checks, and Dust Mask Appendix D for Voluntary Users Training. 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.

Scaffold Safety Training

This training involves the proper set-up, inspection, and safe use of scaffolding. In the fiscal year, EHS trained 10 individuals.
Severe Weather Training

Severe Weather training was attended by 133 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.

Underground Walkway Safety Training

EHS trained 1 individual 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.
ACCIDENT/PROPERTY DAMAGE INVESTIGATIONS

EHS reviews all employee accident reports. For 2010-2011, approximately 163 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 28% of the accidents reported, followed by Dining Services with 16%. 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 37% followed by Contusions with 27%. This was followed by Other 23% (abrasion, bee sting, burn, chemical exposure, chest pains, dislocation, electric shock, exposure, foreign object, fracture, insect bite, mental stress, puncture, and rash) and Lacerations 13%.

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 25 separate incidents/accidents involving students, employees, and visitors.
VI. 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:

- Brooks Hall
- Calkins Hall
- Combined Services Building
- Foust Hall
- Grawn Hall
- Kulhavi Hall
- Health Professions Building
- New Addition
- Northwest Apartments, Apt. 1401
- Forest Lane
- Theunissen Stadium
- Troutman Hall
- Warriner Hall

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 25 concerns. These concerns ranged from slip, trip, and fall hazards to moldy building materials, as well as asbestos and lead concerns.

VII. 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.

VIII. 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.

IX. HAZARDOUS MATERIAL SPILLS

Two hazardous material spills occurred in the Events Center and the Health Professions Building this past fiscal year.
X. MOTORIZED UTILITY VEHICLES

EHS authored a Motorized Utility Vehicle Policy in 2008. Working with other departments this policy is currently in the review phase.

XI. 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.

XII. WEB PAGE

For 2010-2011 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 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
- Office Safety
- Committee Minutes and Members
- Floor Plans, with Designated Tornado Shelters
- MSDS Links
- Annual Reports
- Lab Safety Information
- Injury Information
- Various Forms and Checklists
- Monthly Newsletters

XIII. FIRE SUPPRESSION AND NOTIFICATION INSPECTIONS

Fire alarm testing took place for Residence Halls in December, 2010 and May, 2011. State buildings on campus had fire alarms tested in August 2010. EHS is responsible for scheduling testing dates and coordinating them with building coordinates, and assisting Facilities Management Fire Alarm Maintenance Technician(s) in the fire alarm testing.

In addition, fire drills are conducted six (6) times per year, at various times within the residence halls as well as once per year in all state buildings. State building drills are conducted during the first week of classes in the fall semester.

XIV. SAFETY HOTLINE

As part of our effort to reach out to the campus community, EHS continues to monitor the SAFETY HOTLINE which was developed four 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.
XV. 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.

XVI. LAB SAFETY PROGRAMS

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, laser, and animal safety. 2010-2011, 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. 63 individuals trained.
   b. Radiation Safety Committee – 1 meeting.
   c. Review of 1 radiation grant proposal.
   d. Instruments calibrated once a year.
   e. Annual radiation audit conducted.
   f. Monthly radiation surveys conducted.
   g. Radiation sources leak tested twice a year.
   h. Radiation badges changed monthly/quarterly to monitor employee radiation exposure.
   i. Radiation inventory conducted twice a year.
   k. 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.
   m. 190 lab safety inspections conducted.

3. Biosafety
   a. CMU Biowaste Plan updated annually.
   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
   b. On-going medical monitoring for individuals working with animals.

5. Laser Safety
   a. Created the draft written program.
   b. Created the Laser Safety Committee.

XVII. GOALS for 2011-2012

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.

XVIII. EXECUTIVE SUMMARY

Environmental Health & Safety, now in its tenth year, continues to strive to make CMU the safest it can be. Some of the highlights for fiscal year 2010-2011 include:

- 3284 individuals trained on 31 separate topics.
- 163 employee accident reports were reviewed.
- 33 indoor air quality investigations were completed.