

Safety Coordinator Training Agenda

April 9, 2019



(Times are subject to change)

8:30 - Check-In and coffee

9:00 - Module 1 Welcome

- Today's Purpose
- Keynote Speaker
- Ice Breaker

10:20 - Break

10:30 - Module 2 - Communication and Data

- MI Safety Portal
- Incident/Near-Miss Reporting
- Learning Exercise

11:30 - Working Lunch (Sandwich Buffet w/ Vegan Vegetarian & Gluten-free options)

12:00 - Module 3 - Process and Cooperation

- Prevention
- Treat and Report
- Learning Exercise

12:50 - Conclusion

- Action Items
- Follow-up Communication
- What do I need to take back to my department?

You will receive an attendance verification email that will include an evaluation and follow-up notes. Thank you for being part of the Safety Coordinator Network and the Research Smart Initiative.



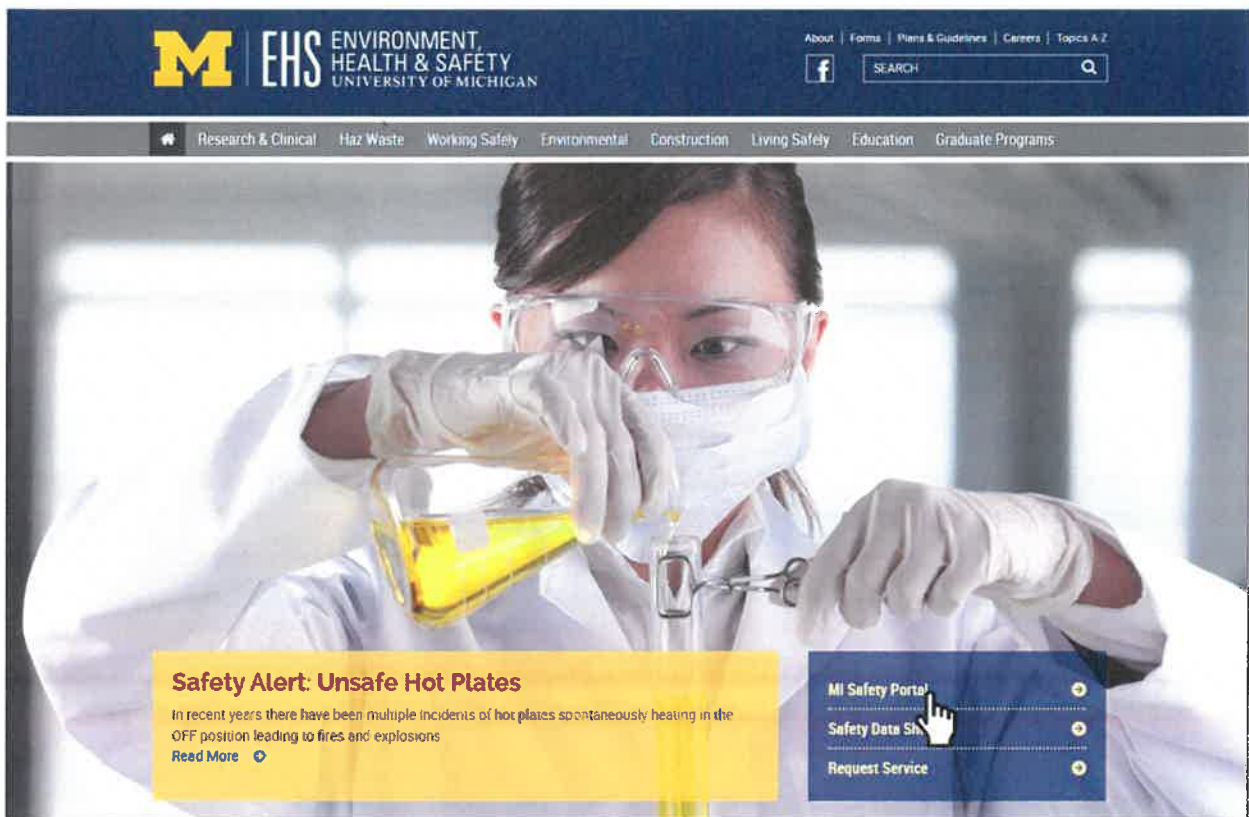
Learn more about our campus initiative
Safety Committee Infrastructure &
our Safety Coordinator Community @

RESEARCH.UMICH.EDU/RESEARCH-SMART

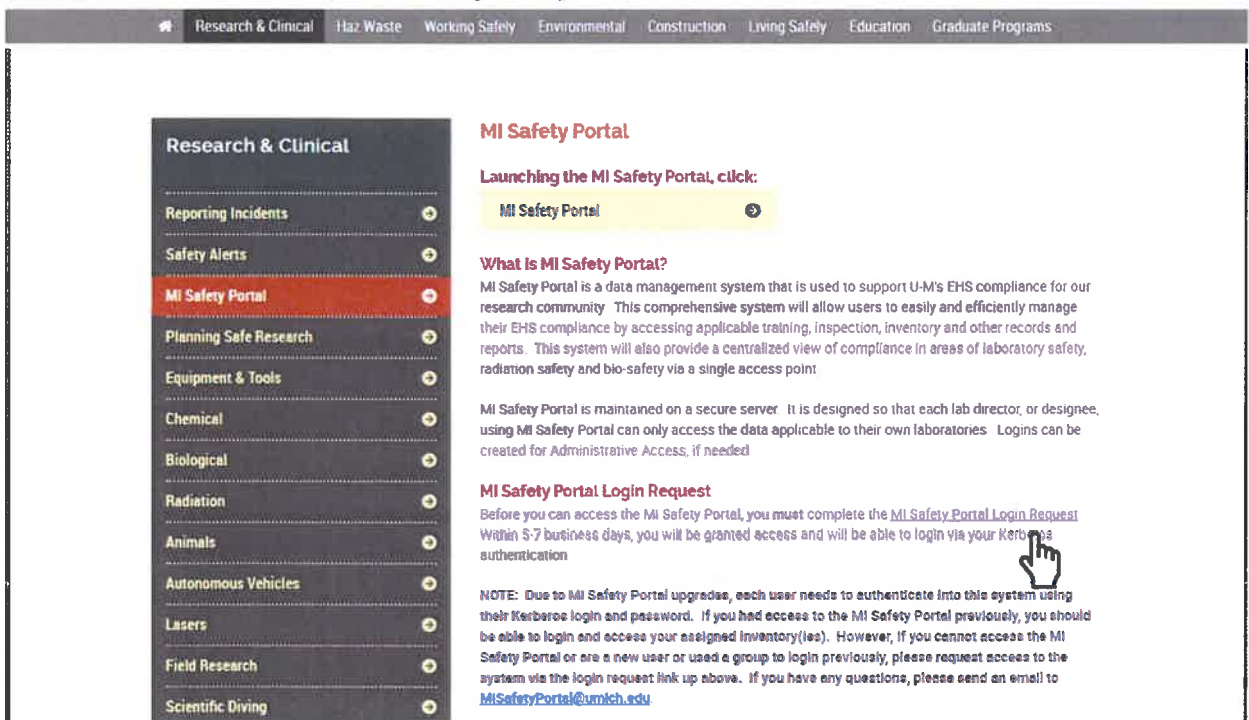


Requesting Access into MI Safety Portal

1. Go to the EHS website (ehs.umich.edu) and click on the MI Safety Portal button located on the home screen.



2. Click on the MI Safety Portal Login Request form.



3. Fill out the Google Doc with all the required information and click Submit.

MI Safety Portal (MISP) Login Request

Please provide the following information in order to obtain access to U-M's MI Safety Portal Application.

After completing the form, click on the "Submit" button on the bottom.

After reviewing and processing the information supplied, you will be notified via the email address provided that you can access the MISP using your Kerberos login. This approval typically takes 3-5 business days.

For more information about the software, visit EHS webpage (<http://ehs.umich.edu/>) and click on the MI Safety Portal button on the right side of the webpage.

Send an email to MiSafetyPortal@umich.edu should you have any questions or have trouble completing this form.

NOTE: Any labs within the 1100 North University Building (1100) should contact Tracy Stevenson (tracy.stevenson@umich.edu or 734/764-7716), about the use of another chemical tracking system (Verasec).

Thank you!

Approved

Date
Please enter the Date the Form was submitted.
Date: _____
mm/dd/yyyy

Lab Director (or PI) or Shop Supervisor/Manager Name *
Please enter the Name of the Lab Director (or PI) or Shop Supervisor.
Name: _____

Your request is sent over to the EHS MI Safety Portal support team for approval. This approval typically takes 1-3 business days. You will receive a confirmation email once your submission is approved.

If you have any questions or issues filling out the form, send an email to MiSafetyPortal@umich.edu.



Incident and Near Miss Report Form

Author of Report: _____

Author's Email: _____

Date and Time of Incident: _____

Building/Room Number: _____

Person Affected: _____

Incident/Accident: YES/NO

Near Miss: YES/NO

Describe the incident in detail:

On Tuesday April 2 at approximately 12:30pm, I walked into room number 125 in the CSSB building and saw a hot plate with a beaker of solution that was boiling over uncontrollably. No one was around so I unplugged it. I asked around and found the researcher. The solution was water and Alconox. Because it was nonhazardous they cleaned it up. The hot plate may have malfunctioned because it had been set to 70C and should not have boiled over. No one was hurt.

Was there a written SOP for the procedure being performed? YES/NO

Were there any injuries? YES/NO

Did anyone seek medical treatment (as a result of this incident)? YES/NO

Was there any building damage? YES/NO

Was there equipment damager? YES/NO

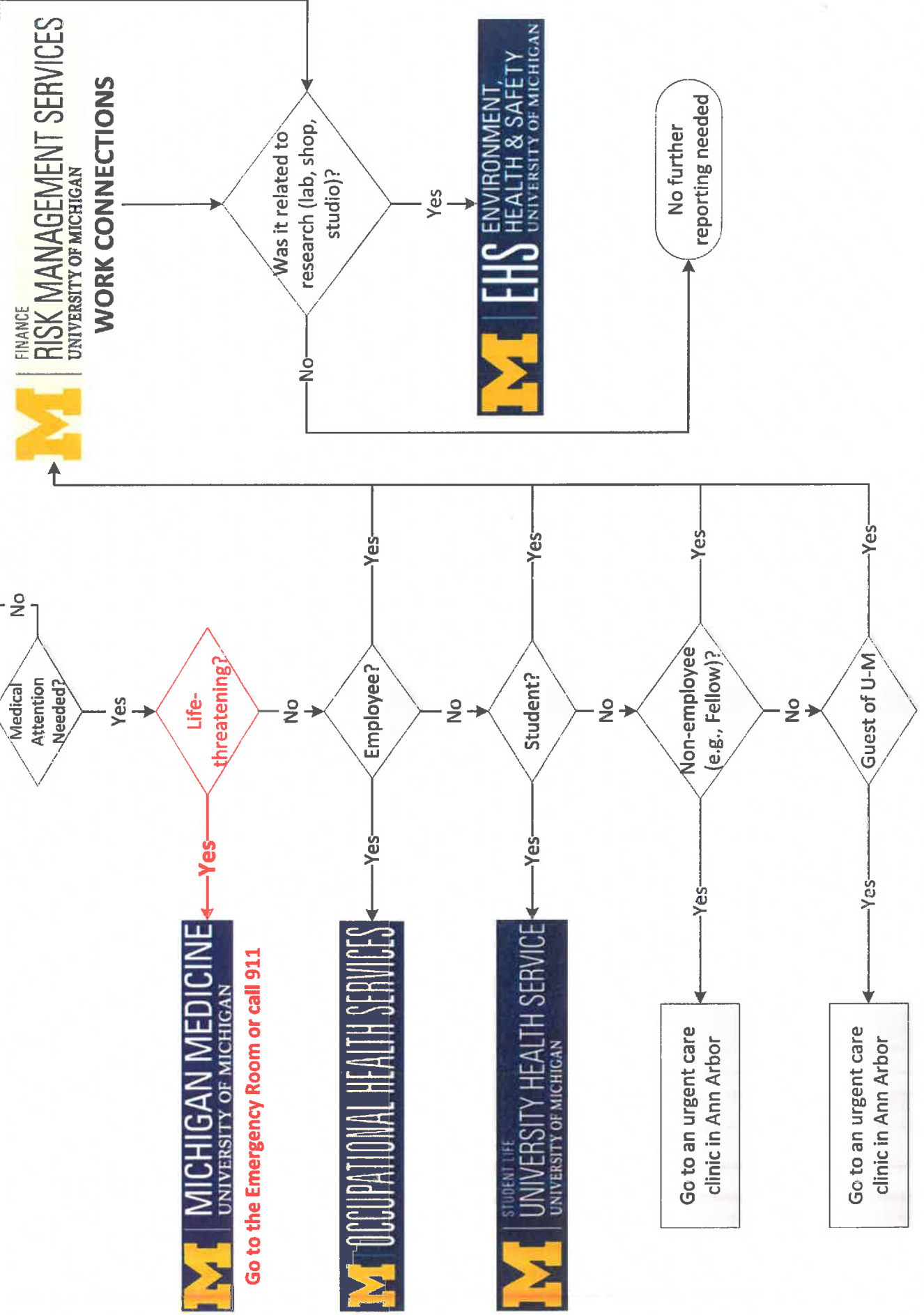
Why did it happen? Be specific describing unsafe acts of conditions that contributed to the cause of the incident.

What corrective actions have already been implemented to prevent a reoccurrence?

What corrected actions have been identified that still need to be implemented? Describe any obstacles preventing the implementation of the corrective action(s).

TREAT

Injury, illness, or Incident occurs



REPORT

FINANCE RISK MANAGEMENT SERVICES UNIVERSITY OF MICHIGAN WORK CONNECTIONS

Was it related to research (lab, shop, studio)?

Yes

M EHS ENVIRONMENT, HEALTH & SAFETY UNIVERSITY OF MICHIGAN

No

No further reporting needed

