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.
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.

MI Safety Portal

Launching the MI Safety Portal, click:

MI Safety Portal

What is MI Safety Portal?
MI Safety Portal is a data management system that is used to support U-M’s EHS compliance for our research community. This comprehensive system will allow users to easily and efficiently manage their EHS compliance by accessing applicable training, inspection, inventory and other records and reports. This system will also provide a centralized view of compliance in areas of laboratory safety, radiation safety and bio-safety via a single access point.

MI Safety Portal is maintained on a secure server. It is designed so that each lab director, or designee, using MI Safety Portal can only access the data applicable to their own laboratories. Logins can be created for Administrative Access, if needed.

MI Safety Portal Login Request

Before you can access the MI Safety Portal, you must complete the MI Safety Portal Login Request. Within 5-7 business days, you will be granted access and will be able to login via your Kerberos authentication.

NOTE: Due to MI Safety Portal upgrades, each user needs to authenticate into this system using their Kerberos login and password. If you need access to the MI Safety Portal previously, you should be able to login and access your assigned inventory(ies). However, if you cannot access the MI Safety Portal or are a new user or new group to login previously, please request access to the system via the login request link above. If you have any questions, please send an email to MISafetyPortal@umich.edu.
3. Fill out the Google Doc with all the required information and click Submit.

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 damage? 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).
Injury, Illness, or Incident occurs

Medical Attention Needed?

Yes

Life-threatening?

Yes

No

Go to the Emergency Room or call 911

MICHIGAN MEDICINE
UNIVERSITY OF MICHIGAN

OCCUPATIONAL HEALTH SERVICES

Yes

Employee?

Yes

No

Student?

Yes

No

Non-employee (e.g., Fellow)?

Yes

No

Guest of U-M

Yes

No

Go to an urgent care clinic in Ann Arbor

EHS ENVIRONMENT, HEALTH & SAFETY
UNIVERSITY OF MICHIGAN

FINANCE RISK MANAGEMENT SERVICES
UNIVERSITY OF MICHIGAN

WORK CONNECTIONS

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

Yes

No further reporting needed

No