



## HAPPY NEW YEAR AND WELCOME TO THE INAUGURAL ISSUE OF EHS QUARTERLY

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Dear CMU community,

We are excited to introduce the first issue of EHS Quarterly, Carnegie Mellon University's Environmental Health and Safety Newsletter. The goal is to keep you informed and up to date on safety-related information and programs. It will cover a range of health and safety topics of interest to all members of the university community, including laboratory safety, fire safety, workplace safety, hazardous waste disposal, upcoming safety training, events, EHS staff spotlight and much more.

*Our mission is to support the university's mission and values by sustaining and enhancing a safe and healthy environment for the CMU community. Our service excellence plus one approach, and collaborative partnerships help mitigate the risk of injury, reduce impact to the environment, and maintain compliance within the areas of Fire, Laboratory and Workplace Safety.*

We are committed to supporting a safe working environment for our students, staff and faculty, and fostering a culture of safety in our laboratories and maker spaces. We encourage you to become familiar with the various safety programs and information provided. We continually strive to develop our programs to serve the university community in the best possible way and welcome any feedback regarding further advances to our services.

Many thanks for your support of our safety culture at CMU.

Regards,



**Melanie J. Lucht**

Associate Vice President and Chief Risk Officer, Enterprise Risk Management



**Shailendra Singh**

Director, Environmental Health & Safety

## FIRE SAFETY - FLOOR MARSHAL PROGRAM

Environmental Health and Safety oversees the Floor Marshal program at the Carnegie Mellon University Pittsburgh campus. The primary role of Floor Marshals is to facilitate the evacuation of building occupants during a fire or other emergency. Floor Marshals also help to educate others in the workspace about fire and life safety issues.

### EHS is seeking motivated individuals to serve as Floor Marshals.

Consider volunteering today for the CMU Floor Marshal team! With just a small investment of your time you can help to ensure everyone's safety.

We can never have too many trained individuals in an emergency! ♦

Sign up today at: [safety@andrew.cmu.edu](mailto:safety@andrew.cmu.edu)



## HAZMAT PCARD - A NEW WAY OF PURCHASING HAZARDOUS MATERIALS



A new HazMat Purchasing Card has been developed by university purchasing, in collaboration with EHS. The card will improve the ease, transparency, accountability, inventory and safety of hazardous material purchases at the university.

Effective January 1, personnel wishing to purchase allowable hazardous materials on a university credit card must do so via the new HazMat PCard.

If you have a regular PCard with an annual hazardous material exception, it will be decommissioned at this time.

The HazMat PCard provides EHS with the opportunity to review hazardous material purchases on a timely basis, to ensure safety and compliance measures are in place, and to reduce the risk involved with purchasing and working with hazardous materials at the university.

In order to receive your HazMat PCard, you must register via BioRaft at: <https://www.cmu.edu/ehs/BioRAFT/> to attend the required EHS Hazardous Materials PCard Training.

For questions about the HazMat PCard Program or the required training, please contact [safety@andrew.cmu.edu](mailto:safety@andrew.cmu.edu). Additional information, is available at: <https://www.cmu.edu/ehs/hazmat-pcard/index.html>. ♦

## HAZARDOUS WASTE ACCUMULATION AND DISPOSAL

Waste is any used or unused laboratory chemicals, solvents, analytical residues or devices that are no longer needed in the laboratory. A waste is characterized as hazardous waste if the material exhibits one or more of the following hazardous characteristics: ignitable, reactive, corrosive, toxic or listed hazardous waste.

Information on determining these characteristics for a generated waste is available on the EHS website: <https://www.cmu.edu/ehs/Hazardous-Waste-Management/index.html>.

All hazardous waste should be accumulated at or near the point of the generation, known as a Satellite Accumulation Area (SAA). Follow these tips when accumulating waste:

- Retain a maximum of 55 gallons of hazardous waste or 1 quart of acutely hazardous waste
- Ensure container is not leaking or damaged
- Do not mix incompatible materials (Nitric Acid vs Ethanol)
- Label each container with "Hazardous Waste"
- List contents - *No Abbreviations*



*Example of an SAA*

EHS provides Hazardous Waste container labels to all university generators. Labels are available for small and large containers. Please contact EHS at: [safety@andrew.cmu.edu](mailto:safety@andrew.cmu.edu) for the proper labels.

HAZARDOUS WASTE			
Contents:			
X	Flammable	Chloroform	30%
	Corrosive	Toluene	30%
X	Toxic	Isopropanol	30%
	Reactive	Petroleum Oils	10%
Accumulation Start Date:			100%
WASTE CONTAINERS MUST BE CLOSED EXCEPT WHEN ADDING OR REMOVING WASTE			

*Example of a completed container label*

When it is desired or necessary to move accumulated hazardous waste from the SAA, the generator must attach a "Hazardous Waste Certification and Disposal Tag" to each container. The tag must be filled out completely, identifying:

- The chemical name - *No Abbreviations*
- Point of generation (Building/Room)
- Date of the waste pick-up from the point of generation, and
- Identity of the generator (Principal Investigator)

Submit a waste removal request through the EHS web site at least **48 hours** in advance at: <https://www.cmu.edu/ehs/Hazardous-Waste-Management/index.html>. ♦

# ENERGY CONTROL PROCEDURE - ONE LOCK - ONE KEY - ONE LIFE



In 2018, Facilities Management and Campus Services (FMCS) and EHS developed a new Energy Control Procedure (Lockout/Tagout/Tryout).

The procedure outlines the minimum requirements for the control of hazardous energy sources to prevent injury to Carnegie Mellon University faculty and staff in accordance with the Occupational Safety and Health Standard (29 CFR 1910.147 Control of Hazardous Energy).

The process detailed within the procedure must be used to isolate and render all machines and equipment requiring service or maintenance inoperative to prevent the unexpected startup or release of hazardous energy.

All authorized employees, those approved to lockout equipment, will receive individual black personal safety locks that will be engraved with their name and Andrew ID.



***Black personal safety lock***

In addition, equipment locks will be identified by trade using the following color code:



***Electricians - RED***



***HVAC - YELLOW***



***Plumbers - GREEN***



***Steam Fitters - BLUE***

Training to cover the requirements of the procedure will begin in February.

For any questions regarding the Procedure, please contact: [safety@andrew.cmu.edu](mailto:safety@andrew.cmu.edu). ♦

## SAFE WALKING - AVOID DISTRACTIONS

Distracted walking incidents are on the rise, and everyone with a cell phone is at risk. Talking, checking email, using social media apps and playing games all contribute to the problem of distracted walking.

By using our phones while walking, we are losing focus on our surroundings and putting our safety – and the safety of others at risk.

### So, what's the solution?

**The solution is to:** Stop using phones while walking, and not just in crosswalks and intersections. Over half of distracted walking injuries occur within the home, proving that we need to stay aware of our surroundings, whether they are new or familiar.

If you simply cannot wait to take that phone call or check your email, follow these tips:

- Hold your phone up higher so that you can see any potential risks as they come
- Take frequent breaks and look up every few seconds while using your phone
- Watch for ice, water, cracks in the pavement, or any other hazards in your path - It can be very easy to trip and fall without warning
- Use talk to text instead of typing so as to not have to continually look at your screen
- Keep volume of headphones at a low level to hear any potential dangers, or use just one earbud
- Pull out of the stream of pedestrian traffic and stop walking while using your phone

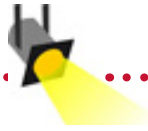
Walking in winter conditions requires special attention to avoid slipping and falling. To walk safely during winter conditions, follow these tips:

- In cold temperatures, assume that all wet, dark areas are icy and slippery
- Wear shoes or boots that provide traction
- Point your feet out slightly like a penguin and take short steps or shuffle for stability
- Keep your hands out of your pockets to maintain balance

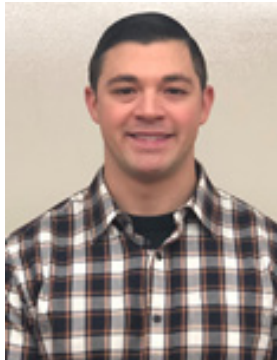


Maintain focus in any conditions. Put your phone down and keep your head up to walk safely, both on and off campus. ◆

## EHS STAFF SPOTLIGHT

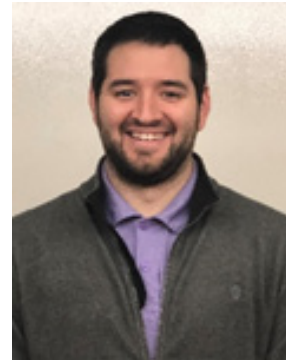


EHS welcomes two new employees: Nathan Newsom and Aaron Riddle.



Nathan Newsom joined Carnegie Mellon University on February 4 as our new Workplace Safety Specialist, focusing on Contractor Safety.

Nathan comes to us from BAE Systems Norfolk Ship Repair where he served as a Safety Inspector. Nathan holds his bachelor's degree in Safety Management from Slippery Rock University. Nathan also served as a Firefighter at New Hanover Country Fire Rescue.



Aaron Riddle joined Carnegie Mellon University on February 18 as our new Workplace Safety Specialist.

Aaron comes to us from Lancaster Safety Consulting where he served as an Occupational Health and Safety Consultant and Trainer. Nathan holds his bachelor's degree in Safety Management from Slippery Rock University.

Nathan and Aaron will both be great additions to the EHS team and we look forward to welcoming them to the CMU community. ♦

## EHS WOULD LIKE TO HEAR FROM YOU!

We encourage all members of the Carnegie Mellon University community to submit safety improvement ideas that impact your personal safety on campus or the safety of the greater community. Your participation will help raise safety awareness in our community! Please submit your safety concerns/ideas to: [safety@andrew.cmu.edu](mailto:safety@andrew.cmu.edu).

In addition, if you have any suggestions for the next newsletter, please submit your ideas to: [msickles@andrew.cmu.edu](mailto:msickles@andrew.cmu.edu). ♦

