



NOVA SOUTHEASTERN
UNIVERSITY

**Facilities Management
Environmental Health and Safety**

EHS ANNUAL REPORT

2017

Environmental Health and Safety Department

Nova Southeastern University | 7501 SW 36th Street, Davie, FL 33314

EHS Annual Report

2017

EHS Mission Statement

Nova Southeastern University is committed to the health and safety of its faculty, staff and students. Nova Southeastern University will promote the development and maintenance of programs to prevent safety and health hazards on our campus. The programs developed shall be compliant with, but not restricted to, all federal, state and local regulations applicable to safety, health and the environment. All university-related facilities, activities and programs shall be designed, conducted, and operated in a manner consistent with applicable safety, health, and environmental programs established by the University.

Aspirations

The Environmental Health & Safety office aspires to make significant contributions by:

- *Functioning as a major resource for environmental, health, and safety protection.*
- *Integrating health protection and safety practices into employee activities.*
- *Communicating effectively so staff and students can readily use the resources created and services provided.*
- *Providing quality service to foster a safe and healthful workplace.*

Vision Statement

NSU Environmental Health & Safety (EHS) provides expert guidance and timely service to the university community through employing best practices and collaboration.

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Executive Summary

Nova Southeastern University had a significant year in 2016 as it held the ground breaking ceremony for the Center for Collaborative Research (CCR) and re-dedicated commitment to the health and safety of faculty, staff and students. Several actions cemented the university's assurance to safety for all students, faculty and staff at NSU including the newly created positions of Director of EHS (May 2016), temporary Assistant Radiation Safety Officer (ARSO) and the hiring an EHS Specialist (2017).

EHS was also realigned to include Fire and Life Safety, which further defined the department. EHS created the first NSU Institutional Biosafety Committee (registered with the NIH) to support grant funding efforts. With the temporary ARSO onboard, EHS is enabled to fast track amendments of the university radiation license adding the new research initiatives at CCR, creating cost savings in managing waste and training the new EHS Specialist on radiation lab inspections. The license amendments will include the new Director of EHS as the University Radiation Safety Officer, a role currently filled by the Chair of Pharmaceutical Sciences. Once these efforts have been realized, the temporary ARSO position will be dissolved. EHS is better servicing university laboratories, especially those in CCR. The staff manage biomedical, hazardous, and radioactive waste along with lab inspections. Together, the team is able to promptly respond to needs ensuring research efforts are not hindered.

2016 saw several "firsts" for our rapidly growing university which emphasize the excitement of this period in the life of Nova Southeastern University. EHS experienced many firsts as well.

EHS Firsts....

- *Creation of an Institutional Biosafety Committee (IBC) for the review of research involving recombinant DNA, infectious materials, and toxins*
- *Creation of a Vision Statement*
- *Inspection of all laboratories; to be repeated annually*
- *Participation in NSU New Employee Orientation through slides provided to Human Resources designed to educate new staff about EHS*
- *In-person laboratory safety training created and presented to CCR researchers and Biology Teaching Assistants; to be repeated annually*
- *Medical Surveillance program created for staff exposed to formaldehyde and those working with animals*

- *Established Centralized Hazardous Waste Storage area; facilitates safe handling of hazardous waste and reduces cost of disposal*
- *Established labeling procedures for all hazardous waste to comply with EPA regulations (created custom labels in-house)*
- *Established standard operating procedures for faculty, students and staff working in the Anatomy Lab*
- *Inspection checklists were adapted to mobile devices using a free application to provide faster professional reporting with annotated photo documentation*
- *Established electronic filing of documents on Share Drive for faster retrieval of records and improved overall recordkeeping*
- *Established weekly status reports and a Master Calendar for improved tracking and planning*
- *Established Hazardous Waste Newsletter to promote communication on best procedures*

In addition to establishing new programs, efforts were made to make current practices more robust.

- *Placed all vendors used by EHS on NSU contracts to ensure they follow all policies and procedures.*
- *Respirator training was brought in-house to cut the expense of hiring for this service*
- *Worked with Office of Sponsored Programs to update the Proposal Approval Record (PAR)*
- *Standardized cover emails were created rather than personal emails for communication (IBC@nova.edu, RSO@nova.edu)*

In summary, 2016 found EHS gaining tremendous momentum and working hard to elevate our profile on campus. The efforts in place have established the foundation with which EHS is accelerating our contributions to the university community.

Inspections

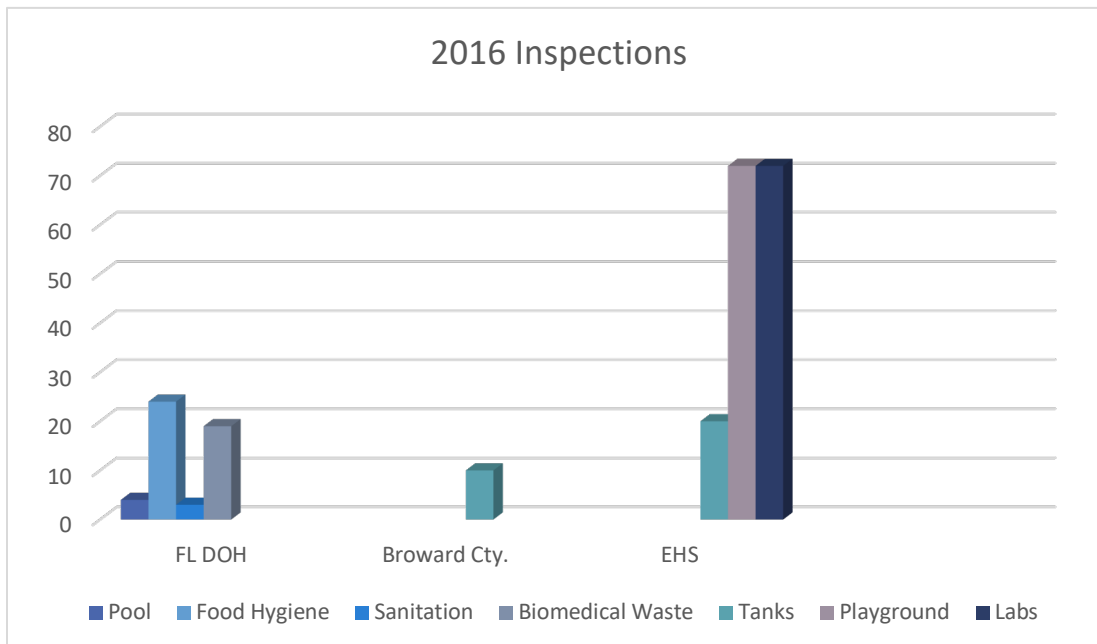
Objective: EHS conducts a vast assortment of inspections to ensure NSU is meeting regulatory compliance objectives in addition to providing a safe environment for work and play.

Metric:

- *Inspect all playground equipment monthly*
- *Inspect laboratories annually*
- *Monthly inspection of above ground storage tanks*
- *Accompany Federal, State and County inspectors on NSU visit inspections*

Accomplishments:

- 72 Playground Inspections Completed in 2016
- 72 Laboratory Inspections Completed in 2016
- 240 Above Ground Storage Tank Inspections. 2016 (Oil/Diesel)
- 50 FL Department of Health Inspections
- 10 Broward County DEP Tank Inspections



Training and Education

Objective: To ensure and document NSU employees and students have received health and safety training to increase awareness and prevent injuries.

Metric:

- *Evaluate online training for NSU staff – 2017 goal*
- *Provide in-person training as needed to supplement online training*
- *Communicate with students and staff through email regarding required training*
- *Track employee training*
- *Explore the creation of a Safety Representative at each Satellite Campus*
- *Update and maintain NSU Safety manuals and written programs*

Accomplishments:

- *Conducted Respiratory Protection training for all applicable Physical Plant Staff*
- *Online training has more participation than years past.*
- *Decided to perform a survey to engage end users of online training to assess opportunities for improvement. Data available in 2017.*
- *Fire Safety and Lab safety training conducted for all occupants of CCR.*
- *Biology TA training created and will be presented twice a year in-person to TAs.*

Hazardous Waste Program

Objective: To ensure and document efforts to manage all hazardous waste generated on NSU campuses is managed safely and in compliance with all regulations. Efforts also made to educate on best methods to reduce waste and costs.

Metric:

- *Communicate with staff through routine newsletters*
- *Provide tips and guidance to reduce waste*
- *Provide labels for the correct labeling of all waste for disposal*
- *Improve hazardous waste management to meet Federal regulations*

Accomplishments:

- *Designed and provided labels to all departments for the correct labeling of all waste for disposal. NSU Publication Department was an excellent resource in accomplishing this metric.*
- *Established a Main Accumulation Area/Centralized Storage in CCR for all hazardous waste on main campus.*
- *Improved the collection method of hazardous waste on campus to ensure all waste is being handled in a safe manner for employees and the environment.*
- *Established a weekly inspection program for hazardous waste storage room to meet Federal regulations. Inspection tool is executed on mobile devices utilizing a free application.*
- *Created electronic filing on EHS Drive for easy access to waste manifests.*
- *Created NSU EHS Hazardous Waste Newsletter. Distributed the week prior to each waste collection providing the schedule and tips on compliance and waste reduction.*
- *Established the 2017 waste collection schedule with the vendor, and published for staff.*

Fire and Life Safety

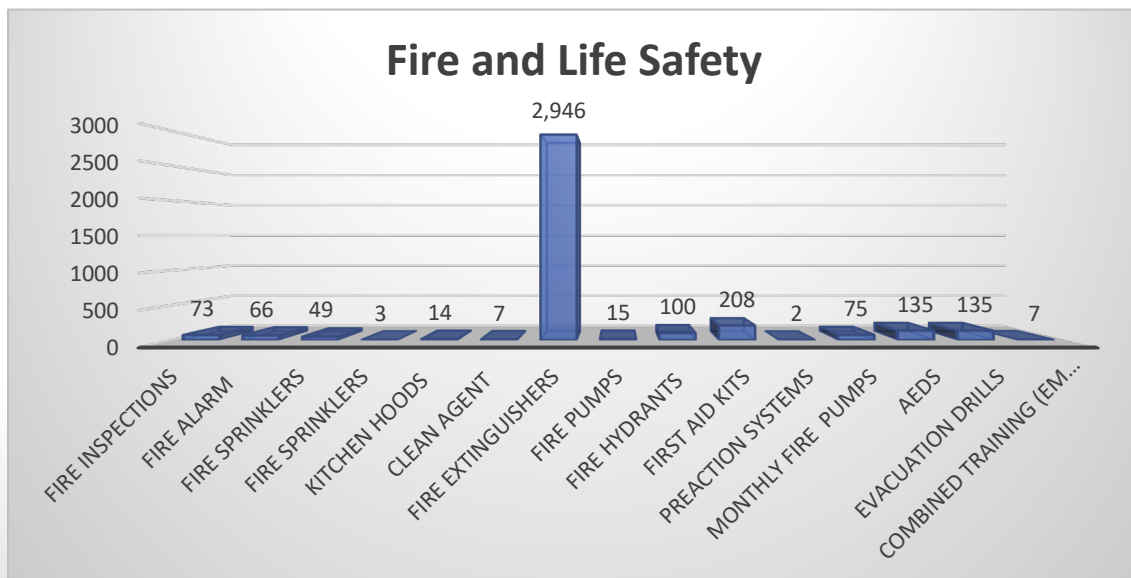
Objective: To provide the NSU community a safe, secure and protected campus by conducting fire inspections, promoting fire safety, and expanding the fire safety program.

Metric:

- Conduct Evacuation drills in all NSU buildings.
- Provide fire and life safety training to the NSU community.
- Conduct fire inspections to identify and correct problems/violations that may lead to a fire.
- Ensure that all fire suppression equipment is maintained and inspected as required by fire code.

Accomplishments:

- Conducted 73 fire inspections.
- Conducted 66 fire alarm annual test and inspections.
- Conducted 49 annual fire sprinkler test and inspections.
- Conducted 3 quarterly fire sprinkler inspections.
- Conducted 14 kitchen hood semi-annual inspections.
- Conducted 7 Clean Agent Suppression inspections.
- Conducted 2,946 fire extinguisher inspections.
- Conducted 15 annual fire pump test and inspections.
- Conducted 100 fire hydrant inspections.
- Conducted 208 annual first aid kits replenishments.
- Conducted 2 pre-action system inspections.
- Conducted 75 monthly fire pump runs.
- Conducted 135 annual AED inspections.
- Conducted 9 fire safety trainings
- Conducted 135 evacuation drills



Ongoing EHS Focus

Objective: To keep safety relevant and continually engage staff while setting a standard for excellence.

Metric:

- *Provide support and services to offsite operations, staff and students*
- *Develop team knowledge in the area of cGMP*
- *Develop and grow the EHS team*

Accomplishments:

- *This year EHS was realigned to include Fire and Life Safety (2016) and was granted the opportunity to bring onboard an EHS Specialist (2017). With these strategic developments, NSU has strongly established and demonstrated its commitment to Environmental Health and Safety and essentially created the EHS Department. This has been most important with the rapid growth at the Center for Collaborative Research which has highlighted the need for specialized skills within EHS.*



2017 Goals

Objective: To establish a high standard of excellence in safety at NSU through education and assessment of our constituents with the objective of equipping and enabling them to excel.

Goals:

- *Provide respirator training in Spanish; develop in house*
- *Develop lab inspection program to include EHS lab audits and lab self-audits; do this utilizing free web based tools and apps that do not add operation costs*
- *Improve management of hazardous chemical waste; to include consolidation of waste to reduce disposal costs*
- *Creation of in-person training for all Teaching Assistants in chemistry and biology as well as other departments as requested*
- *Create a radiation waste storage program for short half-life radioactive isotope waste; will reduce disposal costs by eliminating multiple waste collections and provides the ability to decay isotopes until they are no longer radioactive.*
- *Review and update all EHS Manuals and plans*
- *Implement university-wide chemical inventory management tool*
- *Participate in first NSU Safety Fair*
- *Train EHS Specialist to conduct radiation safety inspections*

