
**Departmental Safety
Representative (DSR)
Guide**



TULANE UNIVERSITY
OFFICE OF ENVIRONMENTAL HEALTH & SAFETY



Preface

This guide is provided to acquaint Tulane University Departmental Safety Representatives (DSRs) with some of their expectations regarding Tulane's Environmental Health & Safety Compliance Management System. The Office of Environmental Health and Safety (OEHS) has also updated its "Environmental Health and Safety Policies and Procedures Manual" which contains in depth explanations of all safety and health rules and policies affecting Tulane and its employees. This updated manual is available on the OEHS website at www.som.tulane.edu/oehs. Questions, comments, or requests for additional information should be directed to OEHS:

- ☺ **Physical location:** 11th Floor, Tidewater Building
1440 Canal Street, Suite 1130

- ☺ **Mailing address:** Tulane University Health Sciences Center
Office of Environmental Health & Safety
1430 Tulane Avenue - TW16
New Orleans, Louisiana, 70112-2699

- ☺ **Telephone:** 988-5486 or 865-5307 Uptown Campus
- ☺ **Fax Number:** 988-1693

- ☺ **Web Site:** <http://www.som.tulane.edu/oehs>

A list of services provided by designated OEHS personnel is provided in Appendix C. E-mail addresses for OEHS personnel are listed in Appendix D.

Scope

This guide applies to **all** units within Tulane University (see Appendix A - University Organizational Chart).

Background

Why is Tulane doing this?

Tulane has incorporated the new Environmental Health and Safety (EHS) Management System with the initiative to improve our existing program of compliance with safety and environmental regulations, to minimize injuries and illnesses to employees and students, to prevent environmental damage, and to avoid the imposition of millions of dollars in fines resulting from Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) inspection violations. These agencies have made it clear to colleges and universities that they must comply with all environmental and health and safety regulations, especially in the area of hazardous materials management (use, handling, storage, and disposal) or fines can be incurred for which the units would be responsible.

Citations can range from civil penalties and costly fines to criminal indictments. Tulane is proud of its level of compliance, but has established this EHS Management System to make sure every unit is in full compliance with the pertinent environmental and health and safety regulations.

In order to accomplish this, the President of Tulane University has approved and endorses these modifications to the program. Unit Heads have been asked to appoint at least one person as a Departmental Safety Representative (DSR) who will be responsible for assisting in making sure the unit is in compliance with applicable safety and environmental regulations and to act as a liaison to OEHS. The Unit Head may form any type of DSR/safety organization within their unit which will help them meet safety and health program requirements. In other words, the number of DSRs in each unit and the authority of the DSR is determined by the Unit Head. DSRs are further divided into categories - offices, facilities, and laboratories - based on chemical usage and operations within the unit.

This is a new approach that will be shepherded by the Tulane Office of Environmental Health and Safety (OEHS), the Tulane University Operations Committee, and the Tulane University Policy Committee. OEHS will provide quarterly training and materials to assist the DSRs in carrying out their expectations.

DSR Expectations

The following charts describe the expectations of the Departmental Safety Representatives. DSR expectations have been divided into three categories - offices, facilities, or laboratories - based on chemical usage or operations within the unit.

DSR EXPECTATIONS (Offices)

	Duties	Form	Freq.	Time Frame
1.	Quarterly Meetings with OEHS (1 to be the annual Non-Laboratory OEHS Safety Training session); Quarterly Meetings with unit personnel on safety topic - attendance records sent to OEHS - (Note: May be able to do by email or electronically); Collect/submit quarterly inspection forms for unit to OEHS (supervisors do inspection forms)	Training form, Quarterly inspection form	4x/yr	Jan, Apr, Jul, Oct
2.	Misc. - Report any unsafe conditions or practices observed by dept members to OEHS; Report spills, ergonomic problems, asbestos concerns, coordinate purchase of certain equipment requiring OEHS approval, etc.; Collect/submit dept response to OEHS inspections	Letter, phone call, email, response letters	varies	Varies

DSR EXPECTATIONS (Facilities)

Duties	Form	Freq.	Time Frame
1. Quarterly Meetings with OEHS (1 to be the annual Non-Laboratory OEHS Safety Training session); Quarterly Meetings with unit personnel on safety topic - attendance records sent to OEHS - (Note: May be able to do by email or electronically); Collect/submit quarterly inspection forms for unit to OEHS (supervisors do inspection forms)	Training form, Quarterly inspection form	4x/yr	Jan, Apr, Jul, Oct
2. Misc. - Report any unsafe conditions or practices observed by dept members to OEHS; Report spills, ergonomic problems, asbestos concerns, coordinate purchase of certain equipment requiring OEHS approval, etc.; Collect/submit dept response to OEHS inspections	Letter, phone call, email, response letters	varies	Varies
3. Collect and submit dept's Chemical Inventory Forms/PPE Assessment Forms/Respiratory Assessment Forms to OEHS, ensure MSDSs are available in dept, coordinate waste disposal with OEHS	Chemical Inventory Form, PPE Assess. Form, Resp. Assess. Form, MSDSs, Waste Disposal Request Form	1x/yr, or as needed	Oct for inventory/PPE/Resp. forms; MSDSs and waste forms as applicable
4. Coordinate facility closeout information between OEHS, Facilities Services, and dept member closing/renovating lab/facility	Lab/facility Closeout forms	varies	90 days before lab/facility to be closed or renovated (or as soon as change is known)

DSR EXPECTATIONS (Labs)

Duties	Form	Freq.	Time Frame
1. Quarterly Meetings with OEHS (1 to be the annual Laboratory OEHS Safety Training session); Quarterly Meetings with unit personnel on safety topic - attendance records sent to OEHS - (Note: May be able to do by email or electronically); Collect/submit quarterly inspection forms for unit to OEHS (supervisors do inspection forms)	Training form, Quarterly inspection form	4x/yr	Jan, Apr, Jul, Oct
2. Misc. - Report any unsafe conditions or practices observed by dept members to OEHS; Report spills, ergonomic problems, asbestos concerns, coordinate purchase of certain equipment requiring OEHS approval, coordinate OEHS/dept grant sign-offs, etc.; Collect/submit dept response to OEHS inspections	Letter, phone call, email, response letters	varies	Varies
3. Collect and submit dept's Laboratory Safety packets to OEHS (Includes SOPs/Chemical Inventory Forms/PPE Assessment Forms/Respiratory Assessment Forms/Door Sign Changes/Lab Training Records (verifying everyone in lab has had needed safety training)), ensure MSDSs are available in dept, coordinate waste disposal with OEHS	SOP form, Chemical Inventory Form, PPE Assess. Form, Resp. Assess. Form, Door Sign Form, Training Form, MSDSs, Waste Disposal Request Form	1x/yr, or as needed	April for packets, MSDSs and waste forms as applicable
4. Coordinate lab closeout information between OEHS, Facilities, and dept member closing/renovating lab	Lab Closeout forms	varies	90 days before lab to be closed or renovated (or as soon as change is known)

Quarterly Meetings

DSRs are expected to attend quarterly meetings with OEHS (Jan, Apr, Jul, Oct). Please note that one of these meetings is the annual Non-Laboratory/Laboratory OEHS Safety Training sessions given by OEHS in January of each year. The January quarterly meeting will be lengthy, but the Apr, Jul, and Oct meetings in most cases will not last more than an hour. The DSR should then take the information obtained at the quarterly DSR meetings with OEHS and present the information quarterly to personnel in their unit. When the DSR delivers and/or discusses the safety topics with their unit personnel, this must be documented and sent to OEHS. Please note that the DSR may be able to present the safety topics by email or electronically as long as documentation that the unit personnel received the information is documented and sent to OEHS. A Training Acknowledgment Form can be found at the OEHS website, www.som.tulane.edu/oehs.

In lieu of presenting the topics discussed at quarterly DSR meetings, the DSR has the option of presenting safety topics that are more pertinent to their unit. Some suggested safety training topics include:

- Where to report for medical treatment of work related injuries or illnesses
- Emergency response plans for fires, chemical spills, severe weather, etc.
- Radioactive, hazardous, and medical waste disposal procedures
- Fire safety
- Emergency evacuation procedures
- Violence in the workplace
- Domestic terrorism
- Availability and location of OEHS reference materials; OEHS web site
- Purchasing procedures requiring OEHS approval
- Personal protective equipment use and care
- Emergency eyewash and shower use and test procedures
- Chemical hazards, hazard communication, Material Safety Data Sheets (MSDSs)
- Chemical fume hood and biological safety cabinet testing and certification
- Hazardous material use, storage, and spill response
- Procedures for shipping hazardous chemicals and biohazardous agents
- Radiation safety
- Biosafety
- Procedures for obtaining film badges and radioactive materials

Where can DSRs get information or additional training materials?

The DSR can call OEHS for information, or can consult the OEHS Policies and Procedures Manual and website at www.som.tulane.edu/oehs. The Safety Wave newsletter is another source of safety information.

Quarterly Inspections

DSRs are expected to collect quarterly inspection forms from supervisors in the unit and submit them to OEHS each quarter (Jan, Apr, Jul, Oct). Quarterly inspection forms are available at the OEHS website www.som.tulane.edu/oehs or can be found in the OEHS Policies and Procedures Manual. There are separate quarterly inspection forms for the following types of areas, or the supervisor can create their own inspection form:

- Offices
- General Building (including dorms, academic and public assembly areas)
- Shops
- Laboratories
- Food Services
- Vehicle Repair Shops

Miscellaneous Expectations

The DSR is a liaison between the unit and OEHS. They are responsible for disseminating information to members of the unit and Unit Heads, collecting needed documentation/information (relative to matters such as audit responses, unit training, hazard identification, safety equipment/supply purchases needing OEHS approval, chemical safety and waste management, etc.), and then submitting this documentation/information to OEHS.

Forms and Recordkeeping

Documentation is a critical element in evaluating compliance with health and safety regulations. Examples of reports or documentation which must be submitted to OEHS include:

DOCUMENT	FREQUENCY
Chemical Inventory Form	Annually (Oct for Facilities)
Personal Protective Equipment Assessment Form	Annually (Oct for Facilities)
Respiratory Hazard Assessment Form	Annually (Oct for Facilities)
Laboratory Safety packets (Includes SOPs/Chemical Inventory Forms/PPE Assessment Forms/Respiratory Assessment Forms/Door Sign Changes/Lab Training Records)	Annually (April for Laboratories)
Laboratory/Facility Closeout Forms	As needed when laboratories/facilities are closed or renovated

Forms are available on the OEHS website, www.som.tulane.edu/oehs.

Appendix A - University Organization Chart

Contact OEHS for a copy - 504-988-5486.

Appendix B - FORMS

Forms can be found on the OEHS website, www.som.tulane.edu/oehs.

- Training Acknowledgment
- Building Inspection Report
- Food Services Inspection Report
- General Office Inspection Report
- General Shop Inspection Report
- Laboratory Inspection Report
- Vehicle Repair Shop Inspection Report
- Hazardous Chemical Inventory
- Personal Protective Equipment Assessment
- Respiratory Hazard Assessment
- Lab/Studio Close-out Notification
- Lab/Studio Close-out Certification
- Standard Operating Procedures
- Laboratory Door Labels