



**Risk Management
Environmental Health & Safety
Emergency Management
Ergonomics
Continuity of Operations
Campus Security
Title IX**

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- Have all employees update contact and evacuation information.
- Update contact list, print copies, and distribute to all department employees.
- Email the contact list to [Emergency Management](#).
- Backup all computer files on a network drive or approved cloud-based storage program.
- Remove and/or surplus any unnecessary items from office, workspace, hallways, exterior storage.
- For insurance claims and FEMA reimbursement, photograph all workspaces and high-value equipment.

2 Broken Glass Management

Glass, in all its many formulations, is a useful material. Transparent, shelf-stable, and largely chemically inert, it allows long-term storage of many products. However, it also carries a well-known hazard- its tendency to shatter into sharp shards. While many of us grew up with a tendency to just deliver broken shards of nontoxic materials into the garbage, when dealing with large quantities of broken glass, there is an increased risk of the shards tearing through the bag that they are stored in, and possibly injuring disposal personnel, such as custodial staff, garbage collectors, or team members taking the bags containing broken glass to the dumpster. The severity of possible injury from broken glass is also increased in laboratories, where a break in the skin can increase the likelihood of exposure to a chemical agent.

Thus, for laboratories, and other areas where large quantities of glass are used, it is important to understand appropriate management of broken glass. To appropriately manage any glass breakage, first determine whether any hazardous materials have been

released. If so, then manage the entire waste system with the same precautions as you would when handling that hazardous material. The hazards of the glass should also be managed, but avoiding exposure of self, co-workers, community, and environment to the hazardous material takes precedence. Your work area should have procedures in place for management of any hazardous materials within its space. If you need to set up such procedures, contact the [EHS Specialist](#).

Once any other hazards are contained, collect the broken glass using appropriate collection tools, preferably while wearing sturdy work gloves. Avoid handling broken glass with bare hands. If the glass is not contaminated, then it can be collected with a broom and dustpan; if it is contaminated, then forceps may be a better choice.

If you have a disposable glass waste box (readily purchased from lab supply shops- essentially a sturdy cardboard box with polyethylene liner), then deliver any uncontaminated glass to that box. Contaminated glass should be stored in sturdy secondary containment that will not be damaged by the contaminant or the broken glass. In some cases, particularly with minor contamination, a disposable glass waste box can serve this purpose; if so, then use a new box for the contaminated glassware, so that all of the clean broken glass already within the other box does not need to be treated as hazardous waste.

Once a disposable glass box is ~2/3 full of clean glass, seal it thoroughly with packing tape, and dispose of it in the nearest dumpster.

In cases of contaminated broken glass, please label the secondary container as appropriate for hazardous waste, and contact the [Hazardous Waste Disposal Coordinator](#).

1 Yes - Time to Start Thinking about Hurricane Season

Hurricane prep season is here, 60 days before the official June 1 start to the 2024 Atlantic Hurricane Season. Review the preparations for all departments:

- Update the employees needed to perform critical functions in case of a campus closure.

3 Near Miss Reporting

Campus Safety needs help from all employees recognizing and reporting Near Misses.

A Near Miss is an event, action, or condition that has the potential to cause injury, illness, or property damage. A Near Miss is also known as “an accident waiting to happen.”

Near Miss incidents precede losses. By recognizing and reporting Near Misses, student and employee safety can be improved.

Near Miss examples:

- Chemical spill
- Failure to wear PPE when required
- Working with incorrect posture or technique

Near Misses can be reported to the [EHS Specialist](#).