Lab & Facility Safety Training 2.0

Training is a crucial element in communicating and instilling safe practices into everyday habits. With the EH&S Training Management System (TMS) up and running, it was obvious that the web-based trainings were the next in line for an upgrade. With the addition of Rich Griffiths, EH&S Training Manager, to the team in 2013, the department has been able to take all the knowledge from our technically diverse staff and create a new format to deliver online trainings to students, staff and faculty across campus. Rich leads a cross-functional development team to create trainings that include activities to keep the user engaged in the material, as opposed to just mindlessly clicking to the next slide. Some new features include situational learning scenarios in realistic environments, as well as the option of audio for those whose first language is not English. During the development of these new trainings, EH&S consulted with customers to improve the course content. Focus groups were organized within the different schools and campuses. Participants had the opportunity to experience new courses and provide direct feedback. The feedback was used to better courses before they launched. With this new learning structure we hope to improve accident prevention rates and continue to operate a safe and healthy campus. A big thank you to all who participated in our focus groups. Understanding your groups needs are our priority, and these meetings helped immensely.

HARA: Greenhouse Gas Emissions System

In 2008, Harvard University President Drew Faust appointed a Task Force on Greenhouse Gas Emissions to “recommend an appropriate University-wide greenhouse gas emissions reduction goal and strategy.” Harvard approved the recommendations and adopted an initial short-term goal of reducing greenhouse gas (GHG) emissions by 30% as measured from a fiscal year (FY) 2006 baseline through fiscal year (FY) 2016.

The University’s ability to document success requires a comprehensive and transparent GHG inventory. In FY13, Harvard implemented a new online tool, HARA. The software was selected by the Sustainability and Energy Management Committee (SEMC). Data is managed through the EH&S air emissions program in partnership with the Office for Sustainability and Energy and Facilities Department (E&F).

HARA reports building energy consumption and associated GHG emissions and provides a range of reporting metrics which allow those responsible for building operation and energy conservation to quickly review their progress. HARA enabled the aggregation and analysis of university-wide greenhouse gas emissions data for the Sustainability Impact Report released by President Drew Faust. In addition to energy use and GHG emissions, EH&S will use HARA to track building regulated assets including fuel-fired equipment, permitted refrigerant devices, and Spill Prevention Control and Countermeasures (SPCC). HARA has proven to be a valuable tool for the University and will be an essential resource in meeting the university’s sustainability goals.

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Customer Highlight: HKS LEMT

On January 29th, the Harvard Kennedy School (HKS) Institute of Politics (IOP), JFK Jr. Forum took part in a table top exercise that was developed and facilitated by Harvard Environmental Health, Safety and Emergency Management. This was a discussion based exercise that centered around the evacuation of an IOP Forum event. The purpose of the exercise was to provide the HKS IOP and its partners an opportunity to practice and evaluate response polices, plans, procedures and capabilities. The exercise focused on incident management, critical decision making, communications, notifications, and information sharing. The participants were heavily engaged throughout the exercise and displayed a strong understanding of their roles and responsibilities in an emergency situation as well as the pre-existing procedures for evacuations during a Forum event. The exercise demonstrated how well-established partnerships between IOP and other Harvard affiliated departments are critical in ensuring a successful evacuation. The exercise also helped to identify key lessons learned and future action items to further enhance the IOP’s ability to prepare for, respond, and recover from a major incident. Some of the key findings included: enhancing notification and communication resources, formalizing assembly point procedures, and developing an IOP business continuity plan. Harvard Emergency Management recommends that business continuity and emergency management plans should be exercised on an annual basis.

Operations & Compliance Support Services Group worked to streamline machine shop, mechanical space, rooftop fall protection, emergency evacuation drills and general building into a singular, web-based, user friendly inspection format. This allows the system to be a ‘one-stop-shop’ for all building inspection information and reports, as well as any follow up actions that may result.

Area managers can view the status of corrective actions at any time to ensure that they are completed in a timely manner. This new inspection system will enable EHS and University to more effectively evaluate risks and identify measures to eliminate, control or reduce them.

The goal of EH&S is to eliminate hazards and reduce potential risks for employees, faculty and students at Harvard. It is through physical inspections, operational inspections, and program audits that hazards are identified, risk of hazards evaluated and corrective actions determined. In practical terms, inspections are an evaluation of the workplace environment to identify these items, situations, processes, etc. that may have potential to cause harm.

Over the last year, EH&S developed and launched a new web-based tool which enables EH&S professionals and their partners to seamlessly manage all aspects of safety-related inspections across campus. The

For assistance with developing, facilitating, and evaluating an exercise, please contact:

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For further information regarding the building and facility new streamlined approach to inspections, please contact:

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Senior Safety Officer
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Campus-wide Building Inspections
New Faces at EH&S

**Brian Mazmanian**
Emergency Preparedness Coordinator

**Maryam Borton**
Laboratory Safety Officer (SEAS)

**Chris Caldwell**
Laboratory Safety Officer (FAS)

**Sean Fitzgerald**
Associate Laboratory & Biosafety Officer

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**EH&S By The Numbers**

2014 Training Updates - Q1 (January-March)

- **9** focus groups held across campus.
- **6** courses currently upgraded with interactive learning activities (several others currently in production).
- **1800** online course passed in the Training Management System (TMS).

For further information on our online and live trainings, contact:

Rich Griffiths
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We support the University’s mission of teaching and research by promoting a culture of safety, health, environmental protection, and emergency preparedness.