# SUNY Potsdam
## Administrative Unit Assessment Report and Improvements

**Administrative Unit:** Environmental Health and Safety

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**Mission Statement:** The mission of The Environmental Health & Safety Department at SUNY Potsdam is to safeguard the health, safety, and welfare of our academic and local communities by conserving and improving our environment, fostering education and awareness and maintaining regulatory compliance.

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| 1. Recognize, eliminate, manage and prevent environmental health and safety hazards. | Identify hazards and create safety programs and trainings that fit the need for identified areas of improvement. | • Ergonomics modules  
• Fire safety modules  
• MSDS online  
• Fall protection program  
  Inspection forms for heavy equipment, aerial lifts, fork trucks etc. | Module’s with compliance officer.  
• Open to campus as of 8/1/2016.  
• Fall protection program established and pre-use books implemented. | • Get feedback from modules.  
• Build and grow off from MSDS online program.  
• Have EH&S staff provide audits of these programs. |
| 2. Respirator fit testing/physicals for appropriate staff. | Identify employees and job titles that require a monitored physical and fit testing program and to possibly expand such program to include a hearing protection program. | • Review job titles  
• Register appropriate personnel  
• Monitor appropriate personnel  
• Maintain the program | Work in progress  
• Signed up and completed fit testing/physicals working on blood work and chest X-rays. | • Schedule with supervisors during less busy times of the year.  
• Work further with Canton Potsdam Hospital to setup a better testing program. |
| 3. Host a Campus Preparedness Day/s. | Bring in guest speakers, local, state, federal agency demonstrations. Fire safety training, and large campus participation. | • Participation  
• Feedback  
• Publicity | • Scheduled for 10/3-10/5 2016 to include OFPC and local agencies. | • Try to add more organizations and resources.  
• Work with P.R. to better promote. |
| 4. Improve upon functional relationships. | Offer assistance to departments other than those within our normal functional relationships. | • Chemtoberfest  
• Student projects  
• RA/RD fire safety training  
• Attend and participate in as many organizations as possible. | • Meetings scheduled with Chemistry staff.  
• Had fire safety training on 8/22/2016.  
• More involved in Campus Safety Committee. | • Would like to get more faculty/staff involved. |
| 5. Improve upon and identify mandatory campus fire inspections. | To begin and maintain a process for inspecting fire doors and fire dampers. | • Identify required areas of inspections and parties responsible for inspections. | • Created a web-site highlighting Dorm and office violations.  
• Present issues to new RA's and new faculty and staff.  
• Violations reduced from previous year. | • Better promote fire safety campus wide by utilizing social media. |
| 6. Create a better tracking method for recording various regulatory inspection and maintenance logs. | Have a user friendly program of mixed hard copies but mostly electronic filing system by utilizing shared administrative assistant. | • Organization  
• Quicker response time for file research. | • Started to work with staff on this. | • Try to get a student intern to assist. |