

**SUNY Potsdam  
Administrative Unit Assessment Plan**

**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.

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets/Measures
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.	<ul style="list-style-type: none"> <li>• Ergonomics modules</li> <li>• Fire safety modules</li> <li>• MSDS online</li> <li>• Fall protection program</li> <li>• Inspection forms for heavy equipment, aerial lifts, fork trucks etc.</li> </ul>
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.	<ul style="list-style-type: none"> <li>• Review job titles</li> <li>• Register appropriate personnel</li> <li>• Monitor appropriate personnel</li> <li>• Maintain the program</li> </ul>
3. Host a Campus Preparedness Day/s.	Bring in guest speakers, local, state, federal agency demonstrations. Fire safety training, and large campus participation.	<ul style="list-style-type: none"> <li>• Participation</li> <li>• Feedback</li> <li>• Publicity</li> </ul>
4. Improve upon functional relationships.	Offer assistance to departments other than those within our normal functional relationships.	<ul style="list-style-type: none"> <li>• Chemtoberfest</li> <li>• Student projects</li> <li>• RA/RD fire safety training</li> <li>• Attend and participate in as many organizations as possible</li> </ul>

<p>5. Improve upon and identify mandatory campus fire inspections.</p>	<p>To begin and maintain a process for inspecting fire doors and fire dampers.</p>	<ul style="list-style-type: none"> <li>• Identify required areas of inspections and parties responsible for inspections</li> </ul>
<p>6. Create a better tracking method for recording various regulatory inspection and maintenance logs.</p>	<p>Have a user friendly program of mixed hard copies but mostly electronic filing system by utilizing shared administrative assistant.</p>	<ul style="list-style-type: none"> <li>• Organization</li> <li>• Quicker response time for file research</li> </ul>