

**SUNY Potsdam  
Administrative Unit Assessment Plan**

**Administrative Unit: Environmental Health & Safety**

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**Mission Statement:** The mission of the Environmental Health & Safety Department (EHS) at SUNY Potsdam is to ensure a safe environment for the entire campus community by routinely assessing risk factors across the campus and maintaining regulatory compliance. With an unwavering commitment to excellence, EHS will engage all stakeholders through education and awareness opportunities while providing advisory services. EHS is a key player in SUNY Potsdam's Emergency Resource Response Group (ERRG).

Goals	Desired Outcomes/Objectives	Assessment Methods and Targets/Measures
1. Complete a risk analysis of the SUNY Potsdam Campus in order to develop a comprehensive risk management plan.	<ul style="list-style-type: none"> <li>• Identify risks and hazards present.</li> <li>• Prioritize risks based on potential impact.</li> <li>• Develop strategies to eliminate or minimize risks.</li> </ul>	<ul style="list-style-type: none"> <li>• Risks identified/prioritized.</li> <li>• Strategies in place.</li> <li>• Objectives and progress evaluated through ERRG and plan in final format.</li> </ul>
2. Ensure compliance with OSHA Respiratory Protection Standard 29 CFR 1910.134.	<ul style="list-style-type: none"> <li>• Develop and implement a Respiratory Protection Plan.</li> <li>• Evaluate employee job descriptions to determine applicability.</li> <li>• Establish regularly scheduled training, medicals, and fit testing.</li> </ul>	<ul style="list-style-type: none"> <li>• Implemented Respiratory Protection Plan.</li> <li>• Roster of employees complete.</li> <li>• Medical screening process implemented.</li> <li>• Training process implemented.</li> <li>• Respirator fit-testing completed.</li> <li>• SUNY Potsdam found to be in compliance during next PESH inspection.</li> </ul>
3. Improve relationships between Environmental Health & Safety and other campus stakeholders.	<ul style="list-style-type: none"> <li>• EHS engagement expanded beyond traditional relationships.</li> <li>• EHS participation in campus wide activities and events increased.</li> <li>• Training programs offered through EHS to</li> </ul>	<ul style="list-style-type: none"> <li>• Working relationships strengthened between EHS and Facilities/UP/SHS.</li> <li>• EHS engaging with both Residence Life, Campus Life, and Diversity &amp; Inclusion.</li> <li>• One focus area per year, as identified in</li> </ul>

	the campus community expanded.	our risk analysis, addressed through a new campus-wide training event.
4. Develop Lockout/Tagout program for the control of hazardous energy in order to comply with OSHA 29 CFR 191.147.	<ul style="list-style-type: none"> <li>• Develop an energy control plan.</li> <li>• Ensure adequate quantity of materials on hand to supply the initial program needs.</li> <li>• Develop and roll out effective employee energy control training.</li> <li>• Audit program annually for effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>• Areas identified with program need.</li> <li>• Energy control plan finalized.</li> <li>• Employee pool covered identified.</li> <li>• Supplies for program ordered.</li> <li>• Program implemented and evaluated by Director of EHS and Director of Facilities Planning.</li> <li>• Program reviewed annually and updated as needed.</li> <li>• SUNY Potsdam found to be in compliance during next PESH inspection.</li> </ul>
5. Develop tracking system for ensuring compliance with regulatory inspections, maintenance and permit requirements.	<ul style="list-style-type: none"> <li>• Electronic system accessible to all EHS employees with clearly defined workflow and due dates to ensure inspection, testing and maintenance is done on time and in compliance with regulatory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Project management systems reviewed and selected.</li> <li>• System populated with data.</li> <li>• Users added and tasking assigned.</li> <li>• System in use and operational for inspection, testing and maintenance.</li> </ul>
6. Ensure compliance with OSHA Exposure Control Standard 29 CFR 1910.1030.	<ul style="list-style-type: none"> <li>• Identify employees subject to the standard.</li> <li>• Develop and implement an Exposure Control Plan.</li> <li>• Develop and implement appropriate employee training program.</li> <li>• Establish process and tracking system for offering mandatory Hepatitis B vaccinations to all covered employees.</li> </ul>	<ul style="list-style-type: none"> <li>• Employees and job tasks to be included in program identified.</li> <li>• Exposure Control Plan approved by Public Employees Safety &amp; Health Bureau (PESH).</li> <li>• Hepatitis B vaccinations or appropriate declination form on file for all applicable employees.</li> <li>• New employees training before initial assignment, other covered employees receive recurrent training annually.</li> <li>• SUNY Potsdam found to be in compliance during next PESH inspection.</li> </ul>
7. Centralized ordering, inventory management and distribution fully online.	<ul style="list-style-type: none"> <li>• Initial program to encompass COVID-19 related and basic PPE in place.</li> <li>• Department needs surveyed and documented.</li> <li>• Burn rate established for commonly used</li> </ul>	<ul style="list-style-type: none"> <li>• Online option for PPE ordering established.</li> <li>• Online PPE survey made available campus-wide to help determine overall need.</li> </ul>

	<p>PPE.</p> <ul style="list-style-type: none"> <li>• Ordering and pricing system established.</li> </ul>	<ul style="list-style-type: none"> <li>• PPE order form revised to include all commonly used PPE.</li> <li>• Standard process in place for pricing requests.</li> <li>• Minimum quantities of each item established.</li> </ul>
<p>8. Annual Environmental Health &amp; Safety Report established.</p>	<ul style="list-style-type: none"> <li>• Track most commonly cited fire safety and general safety concerns.</li> <li>• Track new training and safety initiatives.</li> <li>• Complete comprehensive review of department activities.</li> <li>• Develop Frequently Asked Questions (FAQ) document to address commonly asked questions submitted throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>• Create and publish an annual campus safety report.</li> </ul>