

**SUNY Potsdam
Administrative Unit
Assessment Summary Form**

Administrative Unit: Environmental Health & Safety

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Assessment Year: 2022-2026

PURPOSE

This annual assessment summary form provides the opportunity for units to follow-up on their assessment plans, track progress toward goals, and to highlight actions taken to improve processes and/or efficiencies in functioning that lead to outcomes that benefits students, staff, or the college. These could be process changes or improvements in efficiency, skill level of staff, opportunities for the college, or other aspects over which the unit has a certain amount of control.

SECTION 1: ASSESSMENT PLAN FOLLOW-UP

A key component of the continuous improvement assessment process is regularly following up on [your assessment plan](#). Please review your plan and select one-third of your unit goals, along with related desired outcomes and objectives to report on the progress made.

Selected Goal

Environmental Health & Safety (EHS) will support and encourage professional development amongst its staff to ensure that we are the leaders in health and safety across the SUNY Potsdam campus and are therefore able to provide exceptional service to our campus community and its members.

Desired Outcomes/Objectives

1A: EHS staff will complete all assigned regulatory compliance training assigned by the campus.

1B: EHS will ensure that all staff members are either certified Building Safety Inspectors -OR- Code Enforcement Officers.

1C: EHS staff will complete a minimum of 30 hours of annual in-service training in subject areas related to our departmental mission.

1D: EHS staff will commit to provide a minimum of 50 hours of on-campus training per staff member to help foster relationships and promote a safer campus.

Related Targets/Measures

1A: Method - Review of completion report for EHS employees supplied by Human Resources to verify 100% of all required compliance training.

1B: Method – Verify through the State Learning Management System that each employee has completed the requirements to be certified as a Building Safety Inspector or Code Enforcement Officer, or if already certified, that they have met the annual requirements to maintain their currency.

1C: Method – Verify through department review that employees have completed the required amount of professional development as outlined in this outcome.

1D: Method- Verify through a department review of training rosters and corresponding lesson plans that each employee has provided at least 50 contact hours on instruction in safety or emergency related topics for campus stakeholders in the current calendar year.

Describe the progress made toward the selected goal and the related desired outcomes and objectives. Be sure to include steps taken and any information/data collected and results.

1A: Status – 100% - EHS Director verified through Biz Library/Human Resources that all employees in the department are 100% in compliance with currently assigned compliance training.

1B: Status – 66% - A records review in the Statewide Learning Management System confirms the following:

- Patrick O'Brien – Code Enforcement Official – Completed his 24 hours of required annual recertification training.
- Jeffrey Merrill – Building Safety Inspector – Completed his 6 hours of required annual recertification training.
- Wayne Samphier – Trainee – Has completed course 9A, is currently in course 9B, and is enrolled in course 9C to be certified as a Building Safety Inspector.

1C: Status – 100% - A review of training transcripts, statewide learning management system, and certificates presented for this assessment period shows the following:

- Patrick O'Brien – 51 hours of in-service professional development as of the date of this assessment.
- Jeffrey Merrill – 32 hours of in-service professional development as of the date of this assessment.
- Wayne Samphier – 38 hours of in-service professional development as of the date of this assessment.

1D: Status – 66% - A review of outreach training rosters for the period of this assessment period shows the following:

- Patrick O'Brien – 122 outreach contact hours of student and employee training provided.
- Jeffrey Merrill – 68 outreach contact hours of student and employee training provided.
- Wayne Samphier – 29 outreach contact hours of student and employee training provided.
- 2/3 of department employees have meet and exceeded their requirement. The final employee is expected to be finished by the end of September 2023.

Based on the assessment data and information shared above, what planned actions were or will be taken as a result?

EHS is on track to meet its goals for 2023, some of which have already been met. We will use the survey feedback we have gotten from participants to adjust how we offer training services in the future as far as times and locations for maximum benefit of the students, faculty, and staff. Additionally, we will continue to take advantage of distance learning where available to ensure we have as many opportunities for professional development as possible.

SECTION 2: ADDITIONAL ASSESSMENT ACTIVITY

Please use this space to share an example from this past year when you used assessment and data to plan and/or take action. Be sure to include any available information relating to the results and impact. Your example for this section does not need to be directly tied to your previously submitted administrative unit assessment plan.

EHS uses accident report data in combination with ArcGIS and Google Earth to create plots of reported safety issues across campus. This plotting of events helps us to focus safety efforts in areas where the highest number of incidents occur as well as helps us to spot patterns in accidents before they develop into wider issues. This is probably our most significant use of data use in our area. Additionally, we utilize a safety inspection platform on campus called Inspect Point. This allows us to run analytical reports concerning device failures which are then used to help Physical Plant plan preventive maintenance schedules so that device repair and replacement can be better planned for.

