

SUNY Potsdam

Administrative Unit Assessment Report and Improvements

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	Results	Planned Improvements Based on Assessment Results ¹
1. Recognize, eliminate, manage and prevent environmental health and safety hazards.	Identify hazards and create safety programs and training that fit the need for identified areas of improvement.	<ul style="list-style-type: none"> • Ergonomics module • Fire safety module • MSDS Online • Fall protection program • Inspection forms for heavy equipment, aerial lifts, fork trucks, etc. 	<ul style="list-style-type: none"> • Training modules no longer in use. • MSDS is online but is not fully up -to-date. • Fall protection program implemented but program is not regularly updated and training requirements are not consistent or met. • Inspection forms 	<ul style="list-style-type: none"> • Start fresh with risk analysis and focus on areas of training needed to meet identified priorities. Engage various stakeholders across campus to ensure SDS sheets are updated and a chemical inventory is completed. • Annual review of program as well as inclusion of applicable training with the OSHA 10 Hour course for applicable new hires.

¹ Student complaints and resulting program improvements must be included here.

			established but not consistently used.	<ul style="list-style-type: none"> • Ensure pre-inspection forms are being utilized by maintaining inventory of blank log books to track use.
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 hearing protection program.	<ul style="list-style-type: none"> • Review job titles. • Register appropriate personnel. • Monitor appropriate personnel. • Maintain the program. 	<ul style="list-style-type: none"> • Program development was started. Requirements never fully rolled out or consistently implemented. • No respiratory protection program in a final form has been able to be located. • Hearing protection program was spun off and then abandoned. 	<ul style="list-style-type: none"> • EHS will develop a written Respiratory Protection Program. • Employees subject to this program will be identified by job description and registered. • Annual training/medical evaluation/fit testing will be schedule and conducted each summer in accordance with the Respiratory Protection Program. • Hearing protection program will be developed in parallel with this program.
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"> • Participation • Feedback • Publicity 	<ul style="list-style-type: none"> • Originally scheduled for October of 2016. • Some aspects of this were conducted annually but inconsistently. 	<ul style="list-style-type: none"> • Much of this will be logistically difficult in a COVID environment. • Break up throughout the year to allow for more people to participate. • OFPC Fire Safety Training Trailer. • NYS Emergency Preparedness Opportunity to host for community. • Ensure we are not doing something

				just to do it. Must have relevance to campus environment and be applicable to our situation.
4. Improve upon functional relationships.	Offer assistance to departments other than those within our normal functional relationships.	<ul style="list-style-type: none"> • Chemtoberfest • Student projects. • RA/RD fire safety training. • Attend and participate in as many organizations as possible. 	<ul style="list-style-type: none"> • Good working relationship between EHS & Chemistry exists • RA/RD fire safety training is held every august and also as required. • More involved in Campus Safety Committee. 	<ul style="list-style-type: none"> • Continue to foster communication and cooperation between EHS and Chemistry through collaboration on Chemical Hygiene Plan and MSDS Online as well as EHS support of research activity and labs. • RA/RD fire safety training is held annually in August before students return for the Fall semester. • EHS needs a more targeted approach to outreach to non-traditional partners. Will be addressed in 2020 plan.
5. Improve upon and identify mandatory campus fire inspections.	To begin and maintain a process for inspecting fire doors and fire dampers.	<ul style="list-style-type: none"> • Identify required areas of inspections and parties responsible for inspections. 	<ul style="list-style-type: none"> • Created a web-site highlighting violations. • Present issues to RA's and new faculty and staff. • Violations reduced from previous years. 	<ul style="list-style-type: none"> • EHS web site will be reorganized and updated. • Issues presented as discussed but annual or semi-annual "newsletter" style department report for the campus to highlight issues. • Continue trend of reduction in violations.

<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"> • Organization • Quicker respond time for file research. 	<ul style="list-style-type: none"> • Progress has been made in some respect with fire safety related inspections. But system is not fully online as of yet. • Other regulatory inspections and maintenance items are still in need of some form of organized tracking system. 	<ul style="list-style-type: none"> • New Inspect Point software has been rolled out for fire safety inspections. Assets are being move into this system currently. Anticipated to be complete by Spring 2021. • Project management software is currently being populated to assist in organizing the inspection, testing and maintenance schedule.
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