

**SUNY Potsdam
Administrative Unit
Assessment Plan**

Administrative Unit: Environmental Health & Safety

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PURPOSE

Administrative Assessment is an ongoing process that allows a unit to evaluate and – where necessary – improve its programs, services, and operations. Assessment is a systematic approach to demonstrate continuous improvement in programs, services, and operations. This template is to be used when creating your assessment plan. Assessment plans should be measurable, meaningful, and manageable.

UNIT MISSION STATEMENT

The Office of Environmental Health and Safety (EHS) serves the SUNY Potsdam community by promoting health and safety, environmental protection and regulatory compliance. We are committed to developing a culture where safety and health are core values, adopted and practiced throughout all levels, and we are committed to providing high quality consultation that facilitates the SUNY Potsdam educational mission. EHS fosters partnerships with faculty, students, and staff to enable them to recognize risks and empower them to learn, discover, and work safely, and to minimize injuries, illnesses, environmental impact, and regulatory risks.

GOAL #1

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.

GOAL #1 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?

(Select all that apply)

- ☒ Retention and Enrollment
- ☒ Financial Stability and Analysis
- ☐ Academic Programs and Planning
- ☒ Strengthening Community Connections
- ☐ Diversity, Equity, Inclusion, & Belonging

Briefly describe the link between goal #1 and the institutional priority area(s) selected.

By developing our staff, we can provide a higher level of exceptional service to the campus. This higher level of service supports our overall mission which is to ensure a healthy and safe work and learning environment in support of the educational mission of the college. Through the development of our staff, we can better expand collaborative efforts with on and off-campus stakeholders to develop professional relationships benefiting the campus and its residents. This supports recruitment and retention and community connections by improving safety and thereby the overall appeal of SUNY Potsdam to current and potential students. Focusing on improving safety and increasing efficiency allows us to streamline processes leading to a better use of our funding.

	<p>GOAL #1 – DESIRED OUTCOMES AND OBJECTIVES</p> <p>1A: EHS staff will complete all assigned regulatory compliance training assigned by the campus.</p> <p>1B: EHS will ensure that all staff members are either certified Building Safety Inspectors -OR- Code Enforcement Officers.</p> <p>1C: EHS staff will complete a minimum of 30 hours of annual in-service training in subject areas related to our departmental mission.</p> <p>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</p>
	<p>GOAL #1 – ASSESSMENT METHODS, MEASURES, AND TARGETS</p> <p>1A: EHS staff will complete all assigned regulatory compliance training assigned by the campus. Review of Biz Library records at the end of each calendar year to ensure compliance with training completion and deadlines.</p> <p>1B: EHS will ensure that all staff members are either certified Building Safety Inspectors -OR- Code Enforcement Officers. Review of each staff members professional development record at the end of each calendar year to ensure that each employee achieves initial certification within the first year of assignment to the department as well as ensuring in subsequent years that each Building Safety Inspector completes a minimum of 6 hours of professional development and each Code Enforcement Official receives 24 hours of professional development as required by New York State.</p> <p>1C: EHS staff will complete a minimum of 30 hours of annual in-service training in subject areas related to our departmental mission.</p> <p>1D: EHS staff will commit to provide a minimum of 25 hours of on-campus training per staff member to help foster relationships and promote a safer campus Review of training records throughout the year to ensure each staff they are on track to meet their minimum obligation.</p>

GOAL #2

SUNY Potsdam EHS will focus on collaborative partnerships to build a better safety culture across the campus.

GOAL #2 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?

(Select all that apply)

- ☒ Retention and Enrollment
- ☒ Financial Stability and Analysis
- ☐ Academic Programs and Planning
- ☒ Strengthening Community Connections
- ☒ Diversity, Equity, Inclusion, and Belonging

Briefly describe the link between goal #2 and institutional priority area(s) selected.

The fostering of collaborative relationships to build a better safety culture on campus can easily be tied to every institutional goal. When people feel safe and need not worry about physical safety needs it allows them to focus on their primary purpose here at the college, focusing on education. Whether that is working, teaching, or learning. This benefits academic programming as well as retention and enrollment. Through an improved safety culture SUNY Potsdam can be a leader among system school in fostering a safe and trusting environment which will help us develop stronger community relations as well as creating an environment where students and staff alike feel vested and that their concerns are heard and matter.

GOAL #2 – DESIRED OUTCOMES AND OBJECTIVES

2A: EHS will reactivate the campus safety committee to help with the collaborative process on the employee side of campus.

2B: EHS will partner with the New York State Office of Fire Prevention and Control to host a first safety program on campus through educational outreach during both the Fall and Spring semester.

2C: Collaboratively with the Student Government Association EHS will establish “office hours” in high traffic areas of campus each month of the year, beginning in January of 2023, to allow students easier access to our staff to have safety concerns heard.

GOAL #2 – ASSESSMENT METHODS, MEASURES, AND TARGETS

2A: EHS will review annually the minutes of these safety meetings to help develop training programming, highlight areas of concern, and identify stakeholders who should also be included in this group.

2B: EHS will have held at least two semi-annual fire safety events on campus in conjunction with the State Office of Fire Prevention and Control.

2C: EHS will verify annually that we have committed to operating these “office hour” events each calendar month.

GOAL #3

SUNY Potsdam EHS will strive to ensure that the campus’ policies and procedures are up-to-date and reflect the latest in environmental health and safety regulations as well as industry best practices.

GOAL #3 - WHAT INSTITUTIONAL PRIORITY AREA(S) DOES THIS GOAL LINK TO?

(Select all that apply)

- ☐ Retention and Enrollment
- ☒ Financial Stability and Analysis
- ☒ Academic Programs and Planning
- ☐ Strengthening Community Connections
- ☐ Diversity, Equity, Inclusion, & Belonging

Briefly describe the link between goal #3 and institutional priority area(s) selected.

Through the process of ensuring regulatory compliance with our policies and procedure we cement ourselves as the leader in this field on campus. Furthermore, we can use our subject matter expertise to help guide academic departments through the maze of regulations applicable to campus so as to avoid any issues which might derail a class. This goal also helps to minimize the impact of costly fines levied by regulatory agencies for non-compliance with standards.

GOAL #3 – DESIRED OUTCOMES AND OBJECTIVES

3A: EHS will annually review each safety and environmental health policy and procedure applicable to campus activities and will amend or augment our current documents to reflect the change.

3B: EHS will schedule training for affected employee groups to relay pertinent information related to changes in procedures so that each group has the information needed to guide activities and make informed decisions.

GOAL #3 – ASSESSMENT METHODS, MEASURES, AND TARGETS

Reminder: These should be aligned with the objectives being assessed. Also, consider using a combination of direct and indirect measures. Be sure to include specific targets.

3A: EHS will use an annual checklist process for verifying that 100% of our required regulatory policies and procedures have been reviewed and updated as required by applicable laws and regulations. This program review will take place annually after graduation and will be complete no later than June 30th.

3B: As part of the above checklist process we will also verify whether training or re-training was required as part of the update, and if so, when and where that training occurred.