

**ASSESSMENT RECORD FOR
DEPARTMENT/UNIT
OF**

Health and Safety

(Name of Administrative or Educational Support Department/Unit)

September 2000 - August 2002

(Assessment Period Covered)

October 14, 2002

(Date Submitted)

Submitted By: Edward M. Movitz, Health and Safety Officer

(Unit Assessment Representative)

ASSESSMENT REPORT FOR

Health and Safety

(Administrative or Educational Support Unit)

September 2000 - August 2002

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(Date Submitted)

Expanded Statement of Institutional Purpose Linkage:

Institutional Mission/Goal(s) Reference: The University will maintain efficient and effective administrative services to support the University's instructional, research, and public service programs.

Administrative or Educational Support Unit Mission Statement: The mission of the Department of Health and Safety is to reduce the risk of illness or injury to all people at the University of Mississippi by developing, implementing, enhancing and improving programs that provide training, guidance, technical expertise and support services to all campus activities and programs, while assuring compliance with environmental regulations.

The Department of Health & Safety supports the mission of the University of Mississippi by providing innovative leadership, services and resources to assure a safe and healthful working environment. Health and Safety will strive to be recognized as a department that fosters excellence through honest communication, technical expertise and teamwork. We will empower our employees through training and program involvement to protect themselves, the public and the environment from risk or harm.

Intended Administrative Objectives:

1. Ensure that University facilities and programs operate in compliance within the spirit and letter of federal, state and local health, safety and environmental regulations.

2. Promote the protection of human health and the environment by providing current and comprehensive training and information on potential adverse health effects, appropriate handling procedures and proper waste disposal for all classes of hazardous materials handled by both our employees and our students.

3. Provide environmental services to the University that meet the ever changing regulatory requirements and needs of the employees and the students.

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Intended Administrative or Educational Support Objective:

NOTE: There should be one form C for each intended objective listed on form B. Intended unit objective should be restated in the box immediately below and the intended objective number entered in the blank spaces.

1. Ensure that all University facilities and programs operate in compliance within the spirit and the letter of federal, state and local health, safety and environmental regulations..

First Means of Assessment for Objective Identified Above:

1a. Means of Unit Assessment & Criteria for Success: Inspections of University programs by Federal and State Regulatory agencies will indicate compliance or deficiencies within our areas of responsibility. All programs must be in full compliance with all applicable environmental, health and safety regulations at all times to be successful.

1a. Description of Data Collection & Assessment Results: Federal and State agencies made several announced and unannounced inspections of our programs during the assessment period. Although we received one (1) notice of violation during this period, we were able to correct the deficiency prior to the issuing of their final report. We were recently notified that their final report will indicate that the steps we took, including program modifications, additional training and personnel changes, will result in no citations for non-compliance. Therefore, at the conclusion of this assessment period, all programs fully complied with published regulations.

1a. Use of Results to Improve Unit Services: Familiarization with State inspection procedures allow us to prioritize our regulatory compliance efforts in areas of higher priority to specific state agencies.

Second Means of Assessment for Objective Identified Above:

1b. Means of Unit Assessment & Criteria for Success: Permits and the acceptance of applications and notifications are required for new, continued and/or uninterrupted services. Issuing of environmental permits and acceptance of applications indicates if our programs and proposed procedures are acceptable to regulatory agencies. 100 % of all applications must be accepted and 100 % of all permits requested must be issued for us to provide successful services.

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Intended Administrative or Educational Support Objective:

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2. Promote the protection of human health and the environment by providing current and comprehensive training and information on potential adverse health effects, appropriate handling procedures and proper waste disposal for all classes of hazardous materials handled by both our employees and our students.

First Means of Assessment for Objective Identified Above:

2a. **Means of Unit Assessment & Criteria for Success:** Health and Safety training requirements apply to all faculty, staff and graduate students working with biological, chemical, radiological materials or ionizing radiation producing devices on the campus. These training requirements also apply to undergraduate students when they are working with these materials outside of their regularly scheduled University courses. All persons required to work with hazardous materials must complete training and must pass a test with a score of 100 %. Training and/or testing must be repeated until a perfect score is achieved. The departmental goal is to have all persons who begin the training achieve authorization.

2a. **Description of Data Collection & Assessment Results:** All 479 people who have attended safety training sessions during the assessment period have successfully completed the training and testing and are currently authorized to use various types of hazardous materials on the campus.

2a. **Use of Results to Improve Unit Services:** Health and Safety personnel keep track of test materials and questions and revise the information provided and the corresponding questions as regulations change or as test scores indicate. We now offer training brochures and handouts, specialized training, review sessions, one-on-one training, limited on-line training, and we utilize interdepartmental assistance to ensure that all persons understand the concepts and regulations in the training and can fully complete the testing.

Second Means of Assessment for Objective Identified Above:

2b. **Means of Unit Assessment & Criteria for Success:** Questionnaires and web based safety training evaluation forms are available for personnel who wish to (anonymously) comment on training or testing materials. Successful evaluations should result in responses that indicate the training was appropriate to work assignments, and that the training provided an overview understanding of safety and disposal regulations at the University.

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Intended Administrative or Educational Support Objective:

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3. Provide environmental services to the University that meet the ever changing regulatory requirements and needs of the employees and the students.

First Means of Assessment for Objective Identified Above:

3a. Means of Unit Assessment & Criteria for Success: Compare the services offered at our University with the environmental services requested by our employees and with the services available at similarly sized or larger research based institutions. Be prepared to meet the needs of our employees, visitors and students by providing every service requested of the department that fits within the scope of our mission statement.

3a. Description of Data Collection & Assessment Results: We use programs at other institutions as an indicator of what services environmental departments provide and strive to provide those services to our employees. When a University employee or student requests or indicates a need for a service that we do not currently offer, we investigate the procedures and costs required to provide that service and initiate that service as soon as possible. During the assessment period, we were required to initiate procedures and to provide additional services immediately due to unforeseen political or regulatory changes. We currently provide every environmental service that personnel have requested and all services required by State and Federal regulations.

3a. Use of Results to Improve Unit Services: During the assessment period, we continued to expand our services - sometimes into areas influenced by national and international issues. We will continue to add services as regulations and the needs of our campus change.

Second Means of Assessment for Objective Identified Above:

3b. Means of Unit Assessment & Criteria for Success: Keep informed of upcoming changes to State and Federal regulations so that we can seamlessly transform our procedures to conform with the new requirements. Full compliance with all new regulations is required for the department to be successful.

3b. Description of Data Collection & Assessment Results: During the assessment period, we were required to make numerous adjustments to our internal policies and we were required to initiate several new safety and security based procedures. On more than one occasion, we found it necessary to immediately institute new policies and procedures. Our activities were continuously monitored by State and Federal agencies. During the assessment period, all revised University environmental policies and procedures were in full compliance as every regulatory deadline passed.

3b. Use of Results to Improve Unit Services: In the past, when we become aware of a regulatory change we begin to investigate both the financial and procedural changes required to implement the new rules. We would also inform affected departments of upcoming changes and allow for a smooth transition prior to the new regulatory deadline. However, recent events limited the time required to institute several new or revised regulatory requirements. Whenever possible, we attempted to minimize changes to current procedures while allowing for a smooth transition period to the new regulatory deadline. Although the regulatory climate became quite challenging during the assessment period, with the help of all affected departments and personnel, we were able to revise our policies, with minimal interruption of services, while maintaining compliance.

2b. . Description of Data Collection & Assessment Results: All comments received are reviewed by departmental staff in weekly meetings and changes are implemented when appropriate. No negative comments concerning departmental procedures were submitted during the assessment period.

2b. Use of Results to Improve Unit Services: We have significantly increased the number of available handouts and training materials to cover all safety courses. Handouts are available through our office and available for download on the Web. All personnel are instructed to review the handouts prior to training. By removing nonessential materials from our training sessions, and through the use of handouts, we have streamlined the process and reduced training time by an average of 25 %. In addition, we now have campus volunteers who are available to assist personnel who use English as a secondary language.

Third Means of Assessment for Objective Identified Above:

2c. Means of Unit Assessment & Criteria for Success: We use Web pages as an information base to keep users informed of regulatory and procedural changes. Page accesses indicate an interest in the information that we provide and an increased awareness of safety and regulatory compliance. Online form usage and online documentation reduces telephone inquiries, provides definitive answers to questions, makes information readily accessible, and allows personnel to research an issue 24 hours a day. As Web accesses increase, efficiency increases, telephone inquiries decrease, and personnel have immediate access to current information.

2c. Description of Data Collection & Assessment Results: When we receive a request for policy or regulatory information, most calls are now directed to a Web page. Most of the repetitive “how do I...”, “where can I find”... and “why must I ...” questions are outlined step by step, and are easily accessible. Forms, manuals, departmental notices, regulations, policies, flow charts, even the results of our latest inspections are all available for viewing, download or printing. Even training records are now available through the Web. During the assessment period, over 50,000 “hits” were made to our departmental home page. During that same period, phone inquiries, other than scheduling requests, have continued to decrease.

2c. Use of Results to Improve Unit Services: Information that is relevant to the University, but not located on our pages, is formulated and posted within 24 hours. Questions regarding clarifications of the information posted will initiate an update as quickly as possible, sometimes before the workday is completed. All high usage forms are now available on-line for paperless submission.

1b. . Description of Data Collection & Assessment Results: We applied for seven changes in State Licenses, Registrations and permits during the assessment period, and we submitted numerous reports to both State and Federal agencies. We received 100% of the permits that we applied for.

1b. Use of Results to Improve Unit Services: Continuous interactions with agencies through permit applications and revisions allow us to increase efficiency by decreasing approval time and avoiding program or research delays.