

**ASSESSMENT RECORD FOR
DEPARTMENT/UNIT
OF**

Health and Safety

(Name of Administrative or Educational Support Department/Unit)

September 2002 – August 2004

(Assessment Period Covered)

October 14, 2004

(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)

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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. The University will be a good steward of its resources.

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 developing high quality programs and training services that allow students, staff and faculty to recognize and protect themselves from hazards they may encounter while working at the University. Promote environmental stewardship and provide the expertise needed to understand and to comply with health and safety laws and regulations.

3. Provide exemplary environmental services to the University community that meet or exceed regulatory requirements, as well as the needs and expectations 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.

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

First Means of Assessment for Objective Identified Above:

____ **a. Means of Unit Assessment & Criteria for Success:** Inspections of University programs by external agencies, both State and Federal, 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.

____ **a. Description of Data Collection & Assessment Results:** During the assessment period, the Environmental Programs administered by the University were inspected, either on site or by written correspondence, by representatives from several agencies : the U.S. Environmental Protection Agency, The Centers For Disease Control, The Mississippi Board of Health - Radiological Division, The Office of Biotechnology Affairs, the National Institutes of Health, the U.S. Army, the Mississippi Department of Environmental Quality, the Federal Bureau of Investigation, the U.S. Department of Agriculture, the Department of Health & Human Services, the Department of Defense and others.

No violations or deficiencies were indicated during any inspection, meeting, verbal communication, or report. In addition, both State and Federal agencies have referenced the programs, policies and procedures used by Health and Safety as examples for other institutions and businesses needing assistance.

____ **a. Use of Results to Improve Unit Services:** The quality of our programs, our commitment to the University and our familiarity with personnel from regulatory agencies allowed us to communicate openly and effectively with personnel from the regulatory agencies during the assessment period. Communications during a combined State/Federal inspection raised specific procedural questions - leading to a formal written exemption from several key provisions in the current framework of environmental regulations governing how we collect, store and handle hazardous materials. Procedural changes instituted directly as a result of compliance inspections have allowed us to operate with greater efficiency by offering streamlined waste disposal services including a significant reduction in the paperwork needed to remove specific hazardous materials from research areas.

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Intended Administrative or Educational Support Objective:

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____ Promote the protection of human health and the environment by developing high quality programs and training services that allow students, staff and faculty to recognize and protect themselves from hazards they may encounter while working at the University. Promote environmental stewardship and provide the expertise needed to understand and to comply with health and safety laws and regulations.

First Means of Assessment for Objective Identified Above:

____ **a. Means of Unit Assessment & Criteria for Success:** Health and Safety training requirements apply to all faculty, staff, graduate students and visitors working with biological materials, hazardous chemicals, 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 written 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.

____ **a. Description of Data Collection & Assessment Results:** Although combined attendance at training sessions increased by 49% during the assessment period, all attendees successfully completed the course requirements and received authorization to use specific types of hazardous materials on the campus. The average student received authorization for two or more classifications of materials.

____ **a. Use of Results to Improve Unit Services:** Health and Safety personnel continuously document training materials, test questions and responses. Training information and the corresponding test questions are revised when test scores indicate a need and as applicable regulations change. Through the process of assessment we determined the need for additional training support materials as well as individualized training to meet the needs of some students. We now offer more training brochures and handouts, review sessions, one-on-one training, on-line training, and we utilize interdepartmental assistance (for many who use English as a second language) to ensure that all persons understand the concepts and regulations discussed during training and can successfully complete the required testing.

Second Means of Assessment for Objective Identified Above:

____ **b. Means of Unit Assessment & Criteria for Success:** Exit questionnaires following training, as well as 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 provided an overview understanding of University safety regulations and policies.

b. Description of Data Collection & Assessment Results: All comments received were reviewed by departmental staff in monthly meetings and changes were implemented as appropriate. In addition, no negative comments concerning University environmental policies or departmental procedures were received during the assessment period.

b. Use of Results to Improve Unit Services: The number of available handouts and training materials increased to meet the requests of students. Assessment results indicated a need for training materials for personnel associated with research, but with little or no direct involvement. As a result, we started offering safety training sessions and handout materials for Science Support Staff to increase their awareness of departmental activities and policies. Assessment also revealed sections of training that were best completed under the direct supervision of laboratory supervisors, rather than during initial safety training. By removing redundant sections, we were able to expand basic safety training to cover additional topics during the allotted time.

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Intended Administrative or Educational Support Objective:

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____ Provide exemplary environmental services to the University community that meet or exceed regulatory requirements, as well as the needs and expectations of the employees and the students.

First Means of Assessment for Objective Identified Above:

____ **a. Means of Unit Assessment & Criteria for Success:** Compare the services offered at our University with the environmental services requested by our employees, as well as 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 and areas of responsibility.

____ **a. Description of Data Collection & Assessment Results:** We participated in the Benchmarking service offered by the Campus Safety, Health & Environmental Management Association and we hosted a regional meeting of the South East University Radiation Safety Officers. We received comparison studies from other universities, and we had representatives on campus for several days to critique our programs and comment on our procedures. Assessment of the data indicated that we provide every environmental service offered at comparable universities and every service required by State and Federal regulations.

____ **a. Use of Results to Improve Unit Services:** Through the process of assessment we were able to prioritize our services to meet the needs and expectations of our customers. Following the lead of other institutions, we instituted specific internal packaging and shipping procedures resulting in a significant savings on medical waste disposal costs.

Second Means of Assessment for Objective Identified Above:

____ **b. 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 continuously conform to the new requirements. Full compliance at all times is required for the department to be successful.

____ **b. Description of Data Collection & Assessment Results:** During the assessment period, we remained in constant contact with regulatory agencies and other institutions to become informed of changes in regulations, both required and proposed, as early as possible. We continuously monitored the activities of our State agencies, as well as the activities of Federal agencies throughout the nation. Data indicates that during the assessment period, all University environmental policies and procedures remained in full compliance as every regulatory deadline passed.

____ **b. Use of Results to Improve Unit Services:** Continuous compliance required numerous adjustments to our internal policies and regulations, as well as the addition of several new security based and retraining procedures. When nonindigenous species were brought to the University for the first time, our regulations were able to evolve to apply to the species under investigation as well as to the proposed unique laboratory and security procedures.

All policy changes maintained continuous regulatory compliance without interruption of services.