

Health & Safety Assessment Report

University of Mississippi AES - Health & Safety

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.

Staff Involvement: Staff members were involved throughout the assessment process, from formulation of questionnaires to analysis of the data.

Outcomes	Means of Assessment & Criteria / Tasks	Results	Use of Result & Follow-Up
<p>AES - Health & Safety - Compliance programs and administrative operations will operate within the law. - Ensure that University Environmental Regulatory Compliance programs and administrative operations operate within the spirit and letter of federal and state laws and regulations.</p> <p>Outcome Types & Periods: Administrative 9/1/2006 - 8/31/2008</p> <p>Start Date: 09/01/2006</p> <p>End Date: 08/31/2008</p> <p>Current Outcome Status: Currently Assessing</p>	<p>Assessment Method: Inspections of the policies and safety programs administered by this department by external agencies, both State and Federal, will indicate compliance or deficiencies within our areas of responsibility. Inspection reports will be used to collect and reference deficiencies or violations, and will indicate the severity of any indicated problems.</p> <p>Criterion: All programs administered by Health and Safety must reflect compliance with no more than minor or insignificant deficiencies (those that do not pose an immediate threat to persons or to the environment) when reviewed by external regulatory agencies. Inspection results should not affect funding sources or result in monetary fines to the institution.</p>	<p>08/26/2008 - During the assessment period, the programs administered by Health and Safety were inspected by 17 Local, State and Federal agencies. While several agencies submitted written reports, many inspectors chose to discuss the issues directly in exit interviews.</p> <p>Only one minor deficiency related to a security issue, not a safety issue, was cited in a single inspection report.</p> <p>Since none of the inspections revealed any issues or program deficiencies that would pose an immediate threat to students, employees, or the environment, we feel that the data collected indicates our criteria for success was met.</p> <p>Result Type: Criteria Met</p> <p>Result Status: Improvement Actions Completely Implemented</p>	<p>08/26/2008 - Assessment results indicated the need for expanded training programs and the expansion of what we had previously accepted as the responsibility of the Department. During the assessment period, it became obvious that Health and Safety needed to become more involved in laboratory and campus security issues, as well national and international issues, like pandemic planning and natural disaster readiness.</p> <p>We now operate a program that deals specifically with the security or radioactive materials and laboratories where these materials are used or stored; including key access policies, and required personnel training. We have worked on the development of campus wide emergency plans that have expanded our responsibilities into</p>

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			<p>areas such as Suspicious Packages and white powders, Avian Flu, responses to Natural Disasters (Earthquakes, Tornados) and we have assisted in the development of a Stadium Security Plan.</p> <p>Specifically due to the inspections and suggestions of outside agencies, we participated in several table-top hazardous material exercises, and we hosted a full scale Disaster Response Drill on the campus that involved Local, State and Federal agencies and observers. These exercises clarified areas of responsibilities, allowed agencies to work together in a controlled situation, and allow Health and Safety personnel to become familiar with resources they may need to use, or rely upon, during emergency situations.</p>
	<p>Assessment Method: Interdepartmental program reviews, as well as program reviews between IHL sister institutions, will be used to supplement external inspections. Inspection reports and checklists will be used to collect and reference deficiencies or potential violations.</p> <p>Criterion: Peer reviews should reflect no more than minor program deficiencies (those that do not pose an immediate threat to persons or to the environment), and should not indicate regulatory violations that would require self-reporting to state or federal agencies.</p>	<p>08/26/2008 - Data was collected through invited reviews of program materials, procedures, permits, policies and departmental records by representatives of State educational institutions that are subject to the same State and Federal environmental regulations and Laws. Although we had fully expected to be able to compare entire programs, we found that most environmental programs lacked equivalent components across the IHL system, and those schools with similar components had their areas of responsibilities spread over different departments within institutions. However, we were able to have several of our individual program components reviewed by representatives from other State institutions.</p> <p>No significant program deficiencies that would</p>	

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		<p>require self reporting, nor deficiencies that could threaten individuals or the environment, were indicated or revealed by the reviews completed by neighboring institutions during the assessment period. Therefore, we feel that the data collected indicates our criteria for success was met.</p> <p>Result Type: Criteria Met</p> <p>Result Status: No Action Required</p>	
<p>AES - Health & Safety - Promote the protection of human health. - 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 and others 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.</p> <p>Outcome Types & Periods: Administrative 9/1/2006 - 8/31/2008</p> <p>Start Date: 09/01/2006</p> <p>End Date: 08/31/2008</p> <p>Current Outcome Status: Currently Assessing</p>	<p>Assessment Method: Health and Safety has developed mandatory training and testing programs for every person, including visitors, who work with hazardous materials on the campus. Testing is used to allow individuals to demonstrate an understanding of the applicable policies and regulations. Testing records, both overall scores and responses to individual questions, will be used for data collection and for analysis of the effectiveness of the training programs.</p> <p>Criterion: All persons who begin the training programs should be able to demonstrate a full understanding of applicable University regulations during testing, and ultimately receive authorization to safely work with hazardous materials and devices on the campus.</p>	<p>08/26/2008 - Health and Safety requires the completion of up to seven different, introductory safety courses to receive authorization to use Hazardous Materials on the campus. Data was collected from 835 individual tests. Initial data collected at the beginning of the assessment period indicated greater than 75 % of attendees required at least three attempts to successfully answer all questions correctly. In cases where the individuals were non-native English speakers, less than 4 % were able to complete the test in three or less attempts.</p> <p>Although departmental personnel were always available for one-on-one training following the general presentations, and printed training materials were available during testing, the amount of attendees requiring a second or third attempt to complete all questions correctly remained constant.</p> <p>All attendees were able to successfully complete the course requirements and received authorization(s), meeting the initial criteria for success, but program changes were instituted to reduce the average time necessary to complete and individual's training.</p> <p>Result Type: Criteria Met</p> <p>Result Status:</p>	<p>08/26/2008 - Handouts and other materials were available during training but exit data indicated a need for pre-training materials, especially for non-English speaking individuals. Training handouts were revised during the assessment period, and they became required reading prior the start of training sessions. Individuals were also required to bring the new handouts to training, and were allowed to refer to the materials during testing.</p> <p>By the time the assessment period ended, only 14 % of trainees require three or more attempts to complete training. This change reduced the average training time by almost 30 minutes. In addition, there is almost no difference (< 1 %) between English and non-English trainees with respect to initial training times.</p>

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	<p>Assessment Method: Exit questionnaires following training, as well as web based safety training evaluation forms, will be available for personnel who wished to comment on training or testing materials, as well as safety regulations and policies. An additional questionnaire will be developed and delivered to a random ten percent of personnel who complete training on their 6 month and yearly training anniversaries. Results from the questionnaires will be used as the data for analyzing the effectiveness of the training programs.</p> <p>Criterion: Successful evaluations should result in responses that indicate that over 90% of respondents indicate that our training programs and internal policies are appropriate to their individual work assignments.</p>	<p>Improvement Actions Completely Implemented</p> <p>08/26/2008 - Data was collected from evaluation forms, on line forms and questionnaires. Over 98 % of respondents indicated that the training sessions improved their ability to complete their assignments and that the materials presented in a clear and concise manner. A small percentage of responses wrote in that they believed an on-line training format would be a better option, several suggesting usage of the Blackboard system. Overall, the results of the responses indicated the evaluations met our criteria for success.</p> <p>Result Type: Criteria Met</p> <p>Result Status: No Action Required</p>	<p>08/26/2008 - Although we investigated the possibility of using the Blackboard system, an individual is required to have a Web-ID in place before they can access the system. Many of our trainees are attending classes before their official employment start date, before the beginning of their first semester, or are visiting scientists or employees of outside agencies working within University Laboratories. These individuals do not have, or are not eligible to have, a Web-ID. We may investigate the use of Web-based training for refresher courses in the future, but it does not appear that the Blackboard system is a viable alternative, or supplement, for the training programs that we have in place.</p>
<p>AES - Health & Safety - Provide exemplary environmental services. - Provide exemplary environmental services to the University community that meet or exceed the needs of our customers and allow them to work in a safe and healthy environment.</p> <p>Outcome Types & Periods: Administrative 9/1/2006 - 8/31/2008</p> <p>Start Date: 09/01/2006</p> <p>End Date: 08/31/2008</p> <p>Current Outcome Status: Currently Assessing</p>	<p>Assessment Method: Develop questionnaires and surveys that will indicate if we are providing quality and timely services that meet the needs and expectations of our employees, visitors and students.</p> <p>Criterion: A successful assessment will indicate that >95% of all service requests, as well as All incidents and emergency situations were offered and handled in a timely, professional and appropriate manner.</p>	<p>08/26/2008 - During the assessment period, we tracked disposal requests from the time the call was received, until the time the materials were received at our facility. Comments were also received from 50 % of the laboratory supervisors in the areas we service to determine if the waste disposal services met their expectations.</p> <p>The data indicated that 100 % of our customers rated our services in the range of acceptable to excellent. However, we did receive several notes indicating a need for a faster response in a particular service area. At the beginning of the assessment period, disposal request calls were being completed within 6 business days of the receipt of the initial call. Although 88 % of</p>	<p>08/26/2008 - During the assessment period, Health and Safety personnel collected 126,869 lbs of hazardous materials that were shipped off site in 1,675 drums, analyzed 4,507 samples, completed 595 fume hood inspections, and responded to 20 emergency calls. In order to reduce the time for the removal of Hazardous wastes as suggested in our survey, we found it necessary to completely change the procedures used to collect and remove materials from laboratories. Initially, we only received waste as fast as we could</p>

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		<p>respondents indicated that this was an acceptable time frame, 12 % indicated that a faster time to completion would be better for their research and their personnel.</p> <p>We also maintained a database of emergency response calls, including degree of the hazard involved with the call, and the time it took for emergency responders to arrive on the scene of the incident.</p> <p>Data also indicated that emergency calls during the business day were handled within 15 minutes, 20 minutes over the lunch hour and within 25 minutes after hours. After hours emergency calls were received by either the Physical Plant Dispatch Office or the University Police Department.</p> <p>Although we believed that we met the criteria for success in this area, we did become aware of a specific waste removal time frame issue that we had not encountered previously.</p> <p>Result Type: Criteria Met</p> <p>Result Status: Improvement Actions Completely Implemented</p>	<p>process the materials in our laboratories. This resulted in the ever present delay to have the materials removed from the laboratories on the campus. After purchasing several hundred storage containers, several storage cabinets, an additional transportation vehicle, and rearranging our facilities to accommodate the influx of unprocessed waste, we proceeded to reduce the time necessary to remove materials back to our facility by > 50%. On average, materials are now collected in 2 business days. These hazardous materials may sit in our facilities for several days awaiting compaction, decay or bulking, but the end result from the view of the customer is that the materials were removed in a more efficient and timely manner, meeting the turnover time limits specified by 100 % of respondents.</p> <p>After hours emergency calls are now routed directly to the cell phone of on-call response personnel. This reduces the notification time by connecting the caller directly with responders, and allows the responder a chance to ask additional questions depending upon the type and nature of the material involved in the incident.</p>
	<p>Assessment Method: Participate in a University Environmental Benchmarking Service during the assessment period. Data to be collected will cover the range of services provided related</p>	<p>08/26/2008 - Data was collected both from benchmarking information from the Campus Safety Association, as well as data collected from visiting Health and Safety web sites from other educational institutions. Data indicated that all</p>	

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	<p>to protecting human health and the environment, including problem identification; hazard assessment; recommendations for administrative controls, engineering controls and personal protective equipment; regulatory compliance reports; waste disposal operations; staffing and program expenditures.</p> <p>Criterion: A successful assessment will indicate that we are offering an equivalent range of services, and handling a similar or larger amount of hazardous materials, as other comparable sized educational institutions across the nation - given our current funding and staffing levels.</p>	<p>Health and Safety departments primarily provide similar core services (Chemical, Biological and Radiation Safety) to protect human health and the environment. Services range from hazard assessments, to environmental regulatory compliance, to monitoring and reviewing activities for safe working practices.</p> <p>Although this is somewhat of an anecdotal form of research, data did indicate that we do provide our staff and students with 100 % of the services required by State and Federal Laws that are available to workers at similar medium sized, research based educational institutions. It was interesting to note that many similar sized institutions employ two or three times the environmental staff.</p> <p>Analysis of the collected data indicated the criteria for success was met.</p> <p>Result Type: Criteria Met</p> <p>Result Status: No Action Required</p>	