

## **ENVIRONMENTAL HEALTH & SAFETY**

### **PURPOSE OF THIS UNIT:**

This unit develops and implements programs to prevent and control environmental, health, and safety risks in order to protect students, staff, faculty, visitors, and university resources.

Although these programs are mandated by state, federal, and local regulations, the primary goal of this unit is to assist departments in maintaining their environments free from recognized hazards while minimizing both potential loss of university resources and potential damage to human life, health, and the environment. This unit is an ongoing business activity.

### **MAJOR TASKS ACCOMPLISHED BY THIS UNIT:**

The unit purpose is primarily accomplished by:

1. Provide regulatory compliance and technical consultation.  
Desired Outcomes = satisfied, informed customers and substantial compliance.  
Measure = number of requests fulfilled per FTES
2. Perform risk assessments and recommend management actions.  
Desired Outcomes = corrected or controlled problems.  
Measure = number of corrected problems per number of identified problems.
3. Maintain required records, and prepare regulatory reports.  
Desired Outcomes = accurate, complete, timely reports.  
Measure = number of reports per year
4. Conduct required training and disseminate information.  
Desired Outcomes = knowledgeable employees and management.  
Measure = retention survey results.
5. Develop and write compliance policy, programs & procedures.  
Desired Outcomes = effective programs and procedures resulting in substantial regulatory compliance.  
Measure = violations per inspection.
6. Ensure environmental permitting and monitor institutional impact on the environment.  
Desired Outcomes = regulatory compliance and environmental protection.  
Measure = correct permits submitted on time, approved pollution prevention plan.
7. Manage industrial insurance and tort pool claims.  
Desired Outcome = timely closure, appropriate protests, controlled costs.  
Measure = ratio of claims closed to claims open; industrial insurance rate
8. Manage hazardous material use and disposal.  
Desired Outcome = controlled liability, employee safety, controlled costs.  
Measure = MSDS on file, disposal within time limitations
9. Maintain portable fire extinguishers and equipment required for regulatory compliance.
10. Manage biohazards and infectious waste.
11. Coordinate communicable disease control and medical monitoring.
12. Control radioactive materials, equipment and license.
13. Coordinate regulatory compliance and liaison with regulatory agencies.