

**ASSESSMENT RECORD FOR  
DEPARTMENT/UNIT  
OF**

**Health and Safety**

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(Name of Administrative or Educational Support Department/Unit)

**September 2004 – August 2006**  
(Assessment Period Covered)

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**September 11, 2006**  
(Date Submitted)

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Submitted By: Edward M. Movitz Health and Safety Officer  
(Unit Assessment Representative)

Reviewed By: Johnny M. Williams, Administration and Finance  
(Appropriate Vice Chancellor or Dean's Office)

# ASSESSMENT REPORT FOR

## Health and Safety

(Name of Administrative or Educational Support Unit)

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### Expanded Statement of Institutional Purpose Linkage:

**University of Mississippi Visions Statement (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 or Educational Support Objectives or Outcomes:

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 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.

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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Health and Safety

(Name of Administrative or Educational Support Unit)

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## Intended Administrative or Educational Support Objective or Outcome:

*NOTE: Use one Form C for each intended objective or outcome listed on form B. Restate the intended unit objective from Form B in the box immediately below and enter the intended objective number at the left in the blanks.*

  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.

## First Means of Assessment for Objective Identified Above:

  1   a. *State Means of Unit Assessment, Describe Data Collection Plan, and Define Criteria for Success:*  
Inspections of the programs administered by this department by external agencies, both State and Federal, will indicate compliance or deficiencies within our areas of responsibility. All government regulatory agencies retain the rights to perform both announced and unannounced inspections at the University at all times. Exit meetings as well as official inspection reports are used to indicate program or policy deficiencies and any required corrective actions. All programs must maintain full compliance with all applicable environmental, health and safety regulations at all times to be successful.

  1   a. *Describe Data Collected, Data Analysis, and Relationship to Criteria for Success:*  
During the assessment period, the programs administered by Health and Safety were inspected, either on site or by written correspondence, by representatives from the following Government Agencies: The Army Medical Research Materiel Command, The Centers for Disease Control, The Defense Security Service, The Department of Agriculture, The Department of Health & Human Services, The Environmental Protection Agency, The Federal Bureau of Investigation, The Mississippi Board of Health - Radiological Division, The Mississippi Department of Environmental Quality (MDEQ), The Mississippi National Guard Civil Support Team, The National Institutes of Health, The Nuclear Regulatory Commission, and The Office of Biotechnology Affairs. In addition, programs were reviewed and certified by the following professional organizations during the assessment period: The American Association of Underwater Scientists, and the Campus Safety, Health and Environmental Management Association.

No violations or deficiencies were indicated during any inspection, meeting, verbal communication, or report during the assessment period. In addition, the Environmental Protection Agency and the MDEQ have used our program materials and personnel as references to assist other institutions and businesses to attain and to maintain regulatory compliance, most notably several Historically Black Colleges and Universities.

  1   a. *Describe How Assessment Results Were Used to Improve Unit Services:*  
The broad scope of our departmental responsibilities requires constant interfacing with a number of agencies and organizations. Through the inspection over-site process we are constantly reminded of our responsibilities to have all University programs and facilities operate in compliance with the spirit and letter of federal, state and local health and safety regulations. Procedural changes instituted directly as a result of compliance inspections during the assessment period have allowed us to operate with greater efficiency, to expand our programs and coverage, and to reduce costs to the University.

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## Intended Administrative or Educational Support Objective or Outcome:

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  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 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.

## First Means of Assessment for Objective Identified Above:

### 2   a. *State Means of Unit Assessment, Describe Data Collection Plan, and Define Criteria for Success:*

Health and Safety has developed mandatory training and testing programs for every person, including visitors, who work with hazardous materials on the campus. Through these programs, personnel are given the knowledge necessary to comply with University environmental policies, rules and regulations. We believe that it is a basic responsibility of all University employees and students to make the health and safety of fellow human beings a part of their daily concern, and that this responsibility must be accepted by each one who conducts the affairs of the University, no matter in what capacity he/she may function. Each person, regardless of previous education or certification, must complete the appropriate University Safety Training prior to any work with biological materials, hazardous chemicals, radiological materials or ionizing radiation producing devices. These training requirements also apply to undergraduate students when they are working with these materials outside of their regularly scheduled University courses.

The departmental goal is to have all persons who begin the training programs demonstrate a full understanding of applicable University regulations during testing, and ultimately receive authorization to safely work with hazardous materials on the campus.

### 2   a. *Describe Data Collected, Data Analysis, and Relationship to Criteria for Success:*

Data was collected through individual testing following the completion of each training session. Departmental personnel were always available for one-on-one training following the general presentations to make sure each student fully understood the regulatory requirements and could demonstrate proficiency through testing. Tests were graded immediately and every student was offered individualized assistance and printed training materials during testing. On rare occasions, translators were contacted to assist individuals during testing.

All attendees must be able to successfully complete the course requirements and received authorization to use specific types of hazardous materials on the campus for the programs to succeed.

### 2   a. *Describe How Assessment Results Were Used to Improve Unit Services:*

Health and Safety personnel continuously monitored training materials, test questions and responses. Training information and the corresponding test questions were revised when test scores indicated a need for additional training in specific topics, and to meet regulatory requirements as appropriate. Through the process of

assessment we determined the need for readily available training brochures and handouts, as well as on-line refresher training courses that are now offered through the Web. Individualized training is now available to meet the needs of some students 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:**

**2 b. *State Means of Unit Assessment, Describe Data Collection Plan, and Define Criteria for Success:***  
Exit questionnaires following training, as well as web based safety training evaluation forms, were made available for personnel who wished to comment on training or testing materials; anonymous submission were also available.

Successful evaluations should result in responses that indicate the training was appropriate to work assignments and provided an proper understanding of University safety regulations and policies.

**2 b. *Description of Data Collected, Data Analysis, and Relationship to Criteria for Success:***  
All comments received were reviewed by departmental staff and program changes were implemented as necessary or appropriate. In addition, we received no negative comments concerning the University environmental policies or departmental training and testing procedures during the assessment period.

**2 b. *Describe How Assessment Results Were Used to Improve Unit Services:***  
The number of available handouts and training materials continued to increase during the assessment period to meet the requests of students. We expanded our training sessions and materials for Science Support Staff to increase their awareness of departmental activities and policies, and to clarify their administrative roles and responsibilities.

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Provide exemplary environmental services to the University community that meet or exceed regulatory requirements, contribute to an atmosphere of cooperation and mutual support for other departments and personnel, anticipate and respond to incidents to maintain a safe and healthy work environment.

## First Means of Assessment for Objective Identified Above:

### 3 a. *State Means of Unit Assessment, Describe Data Collection Plan, and Define 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, research based, institutions. Be prepared to meet the needs of our employees, visitors and students by providing all requested services that fit within the scope of our mission statement and within our areas of responsibility. Work with other departments on the campus to facilitate in the development of their programs whenever possible. Be prepared to mitigate incidents involving hazardous materials to allow the University to operate effectively and efficiently even in emergency situations.

A successful assessment will indicate that all incidents, emergency situations, requests and services were offered and handled in a professional and appropriate manner.

### 3 a. *Describe Data Collected, Data Analysis, and Relationship to Criteria for Success:*

We participated in a University Environmental programs benchmarking service, and we received and analyzed comparison studies from other universities. We continuously compared our departmental offerings with other similar organizations, and we hosted representatives on campus from other organizations to critique and compare our procedures and available programs.

We found that many Universities across the nation had copied our procedures, manuals, forms and training information for use by their institutions. Assessment of the data collected continues to indicate that we provide every environmental service offered at comparable universities and every service required by State and Federal regulations.

We have assisted the University, as well as other departments on the campus, in the planning and preparation of crisis, security and mitigation plans that have gained State and Federal approval.

### 3 a. *Describe How Assessment Results Were Used to Improve Unit Services:*

Through the process of assessment we were able to work extensively with external organizations to anticipate the needs of our employees, to provide appropriate services when requested, and to prioritize our services to meet the expectations of our customers.

## Second Means of Assessment for Objective Identified Above:

*Form C – Administrative or Educational Support Objectives or Outcomes Report Page*

**3 b. *State Means of Unit Assessment, Describe Data Collection Plan, and Define Criteria for Success:***

Keep informed of potential and planned changes in State and Federal regulations so that we can seamlessly transform our procedures to meet any new requirements. Update training materials and implement revised University policies to meet any changes in regulatory requirements. Retrain personnel in any updated policies prior to full implementation.

Full regulatory compliance at all times is required for the programs administered by this department to be successful

**3 b. *Description of Data Collected, Data Analysis, and Relationship to Criteria for Success:***

During the assessment period, we remained in constant contact with regulatory agencies and other institutions to become informed of changes in regulations, proposed as well as mandatory, as early as possible. We continuously monitored the activities of our State regulatory agencies, as well as activities on the Federal level.

Data indicated that during the assessment period, all University environmental policies and procedures remained in full compliance as every regulatory deadline passed.

**3 b. *Describe How Assessment Results Were Used to Improve Unit Services:***

Continuous compliance required numerous adjustments to our internal policies and regulations, as well as the addition of several new policies. We worked closely with the University administration to have policies updated, approved and implemented in a timely manner to maintain continuous regulatory compliance without any interruption of services.