

Annual Report 2007 - 2008

Part 1

Section A

Unit Information

Unit:

Environmental Health and Safety

Mission Statement:

Environmental Health and Safety supports the University's teaching, research and public service mission by assisting members of the campus community in meeting their responsibility to ensure a safe, healthy, and sustainable environment for students, employees, and visitors.

Section B

Unit Goals within Last Year's (2006-2007) Report

Strategic Plan Goal

Unit Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?

Goal for 2007-2008

Goal 7. Community Leadership

Complete a comprehensive inventory of all University greenhouse gas emissions in accordance with the requirement 1.b of the American College & University Presidents Climate Commitment.

What actions have you taken to achieve this goal?

The task group to prepare the information was formed in August 2008. Physical Plant is preparing the information on utility use and landscaping. Students, faculty, and staff were polled for driving habits to estimate commuting mileage. Participated in Webinars and other training on methods to complete the inventory.

What measures have you taken towards assessment of this goal?

The 2-month progress report was submitted as scheduled in October of 2008.

Describe the progress you have made toward attaining this goal including the anticipated completion date.

This inventory is underway and will be completed prior to the September 2009 deadline.

Describe how the results of assessments have been used to improve student learning or your department's activities.

Data collected on carbon emissions is shared with students interested in this information for class projects.

Strategic Plan Goal

Unit Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?

Goal for 2007-2008

Goal 5. State of the Art Infrastructure

Revise hazardous waste policies and procedures to comply with the change in regulatory requirements from current status as a Conditionally Exempt Small Quantity Generator to those of a Small Quantity Generator.

What actions have you taken to achieve this goal?

The hazardous waste procedures have been revised to comply with both SQG status and our current CESQG status.

What measures have you taken towards assessment of this goal?

Hazardous waste generation is monitored monthly. Administrative controls are in place to manage the most acute hazardous wastes.

Describe the progress you have made toward attaining this goal including the anticipated completion date.

We are complete in preparing for this transition. Due to efforts by new staff, we have been able to significantly reduce our hazardous waste volumes, and delay movement to SQG status for another two years.

Describe how the results of assessments have been used to improve student learning or your department's activities.

These actions ensure continued compliance with Florida waste regulations. This creates a healthier environment, and prevents fines for violations.

Strategic Plan Goal

Unit Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?

Goal for 2007-2008

Goal 4. Talented and Dedicated Faculty and Staff.

Develop a procedure to identify and track the safety or environmental training needs of University employees.

What actions have you taken to achieve this goal?

Met with HR and Information Services to explore ways to tie this information to job descriptions. The current information systems will not readily support this function.

What measures have you taken towards assessment of this goal?

None

Describe the progress you have made toward attaining this goal including the anticipated completion date.

We are reviewing job descriptions for new hires prior to listing to review any specialized training needs.

Describe how the results of assessments have been used to improve student learning or your department's activities.

We are able to work with supervisors to ensure new employees have or receive the necessary health and safety training.

Section C

Program or Service Specific Assessments

What program or service specific assessment occurred in the current academic year?

Florida Division of Risk Program Evaluation: Award of Distinction for our safety and health programs.

How were the results of the assessment used to improve programs or services?

Program items looked for in the evaluation from the Division of Risk are being incorporated into our policies and procedures.

Section D

Unit Contribution or President's Performance Measures

Please review the [President's Performance Measures for 2007-2008](#). Did your unit contribute to any specific performance goals for the President? (If so, please indicate whether the measure set was attained and to what degree.)

Part 2

Section A

Unit Goals for Coming Year (2008-2009)

Strategic Plan Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?

Goal 7. Community Leadership

Unit Goal

Goal for 2008-2009

Implement a web-based ride sharing program.

What action(s) will you undertake to achieve the goal?

Select a software package, identify funding sources, implement the program, market the program, collect data to evaluate the program.

By what means will you assess goal achievement?

Program up and running at the start of Fall 2008. Increases in use and participation tied to marketing efforts.

How will you know if you have successfully attained each goal?

Increasing rates of participation by students and staff.

How will the results of the above assessments be used to improve student learning or services?

Reduce costs to students and staff, reduce greenhouse gas emissions.

Strategic Plan Goal

Unit Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?

Goal for 2008-2009

5.1, 6.2

Improve the level of quality in health and safety programs through the implementation of best practices.

What action(s) will you undertake to achieve the goal?

Develop guidelines and templates for departmental safety committees.
Document and demonstrate management commitment to health and safety.
Establish program(s) to encourage and reward employee involvement in safety.
Develop guidelines and support for employee safety training.
Develop guidelines and support for job specific safety procedures.
Implement 5+ safety awareness or training activities.
Implement use of SAF-200 or similar form.

By what means will you assess goal achievement?

Participation in the Florida Division of Risk program evaluation survey

How will you know if you have successfully attained each goal?

Receipt of the Florida Division of Risk program evaluation award of Excellence

How will the results of the above assessments be used to improve student learning or services?

providing a safety community in which to live and learn

Strategic Plan Goal

Unit Goal

With which 1 or 2 goals from the 8 current strategic plan goals does your 2007-2008 goal best align?

Goal for 2008-2009

5.1

Revise and update written insurance procedures to reflect changes in practice and correct deficiencies identified in 2008 operational audit.

What action(s) will you undertake to achieve the goal?

Additional training on insurance for Risk Manager.
Revision of policies to reflect changes in practice and correct deficiencies identified in 2008 operational audit.
Educational and awareness training about insurance for the FGCU community.

By what means will you assess goal achievement?

Comparison of revised written policies to feedback from operational audit.
Survey, and solicit feedback from the FGCU community to measure awareness of key insurance issues.

How will you know if you have successfully attained each goal?

Feedback from FGCU community indicates substantially complete awareness of insurance issues relative to the responder's role.

How will the results of the above assessments be used to improve student learning or services?

Increased loss control to sustain programs and people.

Section B Resources

What additional resources have you requested and received a commitment for during 2008-2009 from your area VP or the President that is based on your analysis of assessment data for 2007-2008?

Section C

Assessment Plans

What assessments are you planning to conduct during 2008-2009?

360 degree review of programs, self-assessments of laboratory and shop areas, inspections of buildings for life safety.

Section D

Coming Year - Strategic Plan Contributions

5.1, 6.2, 6.3, 7.1, 7.2, 8.2