

Environmental Health and Safety-Emergency Preparedness Office

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Northwestern State University Mission

Northwestern State University is a responsive, student-oriented institution that is committed to the creation, dissemination, and acquisition of knowledge through teaching, research, and service. The University maintains as its highest priority excellence in teaching in graduate and undergraduate programs. Northwestern State University prepares its students to become productive members of society and promotes economic development and improvements in the quality of life of the citizens in its region.

University Affairs Mission

University Affairs is a diverse group of innovative and talented professionals who provide quality facilities, maintenance and management services in support of education and research at Northwestern State University. University Affairs is committed to being fully responsive to the needs of faculty, students, staff and the public, as provided by the Physical Plant, Capital Outlay Office, Grounds and Custodial Services, Environmental Health and Safety, University Police, ADA Compliance and International Student Services.

Environmental Health & Safety-Emergency Preparedness Mission:

The Environmental Health and Safety-Emergency Preparedness Office is responsible for administering the campus safety, health, and environmental programs; Risk Management, responsible for the administration of the University's insurance program and coordination of insurance programs for NSU campuses; EHS-EP is also responsible for administering the campus Emergency Preparedness Program, and the Continuity of Operations Programs for Northwestern State University. The Environmental Health and Safety-Emergency Preparedness Office is a division of the Executive Vice President for Business and University Affairs Office, and therefore goals and outcomes as well as approvals come from that office. The mission of Environmental Health and Safety-Emergency Preparedness Office at Northwestern State University (NSU) is to protect people, property, the environment, financial, and other resources in support of the University's teaching, outreach, research, and student services.

Service Outcomes:

SO1. Increase awareness and education on safety campus-wide.

Safety and risk management awareness is crucial for students, faculty and staff. Participation by all University employees via quarterly safety meetings will facilitate safety awareness. Topics covered in quarterly safety meetings address facility safety issues, weather hazards, and personal safety, as well as risk management issues that protect employees and the University. Safety and risk management awareness will directly impact worker's compensation claims, general liability claims and property claims, which could lead to a reduction in insurance premiums. Providing a safe environment for students, faculty, staff, and visitors is part of the EHS-EP mission.

Measure 1.1:

Participation in Quarterly Safety Meetings by all departments will show that employees are being educated on safety and risk management issues. Target: Quarterly safety meetings have 100% participation by all employees in all departments.

Findings: Target met.

Analysis: In 2018-2019, the target was met. Based on the analysis of the 2018-2019 results, in 2019 – 2020, the EHS administration followed up with each department after sending the initial safety meeting information. The EHS administration would send reminders each month during the quarter, to those who had not turned in their safety meeting sign in sheet. The EHS administration contacted department heads directly requesting assistance in submitting the information by the deadline.

Decision: Based on the analysis of the results from 2019 – 2020, in 2020 - 2021 the administration will perform monthly follow-ups with the departments. If there should be a problem with receiving an information packet close to the due date, EHS will contact that department head directly to request their assistance in submitting the information by the deadline.

Measure 1.2:

Safety Rules accountability is required by the Office of Risk Management at 100% for each annual safety audit/compliance review. Safety Rules are distributed in the 4th quarter of each year via Quarterly Safety Meetings.

Findings: Target met.

Analysis: In 2018 – 2019, the target was met. Based on the analysis of the 2018 -2019 results, in 2019 -2020, the EHS staff received training from ORM and has included the Safety Rules in the Quarterly Safety Meetings, and followed up with the various departments, to make sure that we met this requirement, and measure.

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Decision: Based on the analysis of the results from 2019 – 2020, in 2020 – 2021, the EHS administration will move forward by ensuring that we follow up with the various departments, and the department heads, to make sure we get 100% on every Quarterly Safety Meeting, especially those that include Office of Risk Management requirements.

SO 2: Increase Reporting of Hazards by making instructions available.

EHS-EP will improve hazard or safety issue reporting by faculty and staff through education of the various ways to report these issues. Fewer hazards mean less accidents. EHS-EP works to provide a safer environment on all campuses for students, faculty, staff and visitors. Education of employees to report hazards via University Police, the Work Control Center, by phone or e-mail, and through the online Work Order System. Reporting by one of these three methods will ensure that the hazard is documented.

Measure 2.1:

Work Order Procedures have been developed for faculty and staff to know the correct procedures to follow when encountering a safety issue or hazard. The procedures include emergency issues, routine maintenance, and project requests. The Work Order Procedures are distributed by the EHS-EP Office during the 4th Quarter of each year. Each faculty and staff employee must sign the safety meeting sign-in sheet indicating that they have received this information. The objective is to have 100% compliance by all departments with the safety meetings related to Work Order Procedures. This data is recorded on a Safety Meeting spreadsheet for accountability.

Findings: Target met.

Analysis: In 2018 – 2019 the target was met. Based on the analysis of 2018-2019, in 2019 – 2020, the EHS administration moved forward by continuing to include Work Order Procedures with the Quarterly Safety Meeting information.

Decision: Based on the analysis of the results from 2019 – 2020, in 2020 – 2021 the EHS administration will move forward by including Work Order Procedures with the Quarterly Safety Meeting information.

Measure 2.2:

Fewer hazards result in less accidents, which in turn result in a reduction in worker's compensation and general liability claims. A reduction in claims means a reduction in premiums. EHS-EP Office is responsible for reporting all types of insurance claims to the Office of Risk Management and therefore will use that data to calculate if claims are increasing or decreasing by the number and type of claim filed. Increased safety and risk management awareness will result in less accidents, fewer injuries, less property

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damage and lower insurance premiums. The target is that 100% of all reported accidents are reported to the Office of Risk Management and that there is a decrease from the previous year.

Findings: Target Met

Analysis: In 2018 – 2019 the target was met. Based on the analysis of 2018-2019 results, in 2019 - 2020, the EHS administration received multiple police reports, and emails/phone calls from various employees, and we reported everything that was reported to us. The administration reported 100% of all reported accidents to the Office of Risk Management.

Decision: Based on the analysis of the results from 2019 – 2020, in 2020-2021, the administration will report 100% of all reported accidents to the Office of Risk Management.

SO 3: Pass the Office of Risk Management's Annual Safety Audit.

EHS-EP will pass the Office of Risk Management Safety Audit, which is conducted by Loss Prevention Officers from Sedgwick Claims Management Services, Inc. EHS-EP manages a safety program that is designed to comply with the comprehensive Loss Prevention Program that is required by the Louisiana Office of Risk Management. EHS-EP manages the program but participation, cooperation and compliance from all departments on campus is required in order to pass the audit/compliance review. Each department is responsible for fulfilling their role. EHS compiles records from University departments, along with EHS records to present to the auditor. Annual compliance reviews are completed two years in a row, with a Full Compliance Audit every third year.

Measure 3.1:

EHS-EP will use self-assessments, distributed to responsible departments to monitor the comprehensive Loss Prevention Plan for the University. The Loss Prevention Program includes General Safety, Driver Safety, Bonds, Crimes & Property, Equipment Management, and Water Vessel Safety Program. Departmental cooperation and responsibility will present the University with a passing rate exceeding 90% for the annual safety audit/compliance review.

Findings: Target met.

Analysis: In 2018 – 2019 the target was met. Based on analysis of 2018 – 2019, in 2019 – 2020, the EHS administration has created an updated file system and has implemented new technology measures to keep accurate records for the annual audit/compliance review. The EHS administration is actively training to be ORM compliant. The EHS administration received a passing score of 95.32%

Decision: Based on the analysis of the results from 2019 – 2020, in 2020 – 2021, the EHS administration will use the new technology measures that were created, to keep

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accurate records for the annual audit/compliance review. The new administration is actively training to be ORM compliant.

Measure 3.2: Minimize Driving accidents by employees driving on state business. This will be accomplished by following the requirements of the Loss Prevention Program and requiring all employees that drive on University business to take an online Defensive Driver Course prior to operating a motor vehicle on state business, to take a refresher course every 3 year or after conviction of a moving violation, and the loss of driver authorization if the employee becomes a high-risk driver. Target is that the University is 100% compliant with the Driver Safety Program each year.

Findings: Target met.

Analysis: In 2018 – 2019 the target was met. Based on the analysis of 2018-2019, in 2019 – 2020, we utilized Excel spreadsheets to track expiration dates on Defensive Driving Certifications, as well as annual driving records. Notifications were sent to employees via email if any required documents are currently missing or have expired. New employees were notified that to qualify to drive for the university, they must complete the Defensive Driving course through LEO, and sign the DA2054 for Louisiana driving records, or provide an official driving record if they are from out-of-state. Upon completion of file review and updates by the new administration, the Authorized Driver's List was updated bi-weekly on the EHS website. The list may be easily accessed by employees.

Decision: Based on the analysis of the results from 2019 -2020, in 2020 – 2021, we will utilize excel spreadsheets to track expiration dates on Defensive Driving Certifications, as well as annual driving records. Notifications will be sent via email if any required documents are currently missing or have expired. New employees will be notified about the qualifications of being an authorized driver.

Comprehensive summary of key evidence based of analysis of results.

SO	Measure	Key Evidence
1	1.1	EHS sent reminders to departments about required sign in sheets.
1	1.2	EHS sent Safety Rules in the Quarterly Safety Meeting once a year.
2	2.1	EHS sent Work Order procedures in the Quarterly Safety Meeting once a year.
2	2.2	EHS reported all accidents that are reported to our office.
3	3.1	EHS prepared for the annual audit daily with our paperwork and reporting.
3	3.2	EHS abided by the Drivers Safety Program and run ODRs annually.

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Progressive plan of action moving forward.

SO	Measure	Plan
1	1.1	EHS will contact department admins and department heads to ensure we receive sign in sheets.
1	1.2	EHS will ensure that we receive 100% of the sign in sheets.
2	2.1	EHS will send Safety Rules in the Quarterly Safety Meeting once a year.
2	2.2	EHS will work together with University Police to make sure that we receive all police reports to ensure we report all accidents in a timely manner.
3	3.1	EHS will work together with all departments in various areas, to ensure we receive a passing score on the audit.
3	3.2	EHS will abide by the Drivers Safety Program.