

Institutional Effectiveness Report

Assessment Summary

Administrative Unit: Environmental & Occupational Safety

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Assessment Cycle (academic or calendar year): 2007

Mission (related to VSU mission): Environmental & Occupational Safety supports and enhances the teaching, learning and research activities of the University through promotion of a safe and healthy campus environment. To accomplish this, we provide and coordinate programs and services that minimize safety, health, environmental and regulatory risks to Valdosta State University in a manner consistent with responsible fiscal and environmental stewardship.

Assessment History (discuss here how and when the unit developed its current assessment program, what it used prior to starting that program to assess its effectiveness, etc.): Our current assessment program involves several facets. As a measure of our effectiveness at achieving our Strategies and Action Plans, we track our Strategies and Action Plans. Within the system, we enter each strategy or action plan with information regarding the current status or baseline data, metrics or how we will determine our success and progress reports. In addition, we implemented the TMA Work Management software program in 2007 to track preventive pest control services, service calls, inspections and special projects that our technicians perform. We also request feedback on our services via our website. In June 2007, we were audited by Internal Audits, which assessed our effectiveness at the time and recommended actions to improve our effectiveness. These included establishing a policy to define how we report violations and re-inspect for correction, improving data security through backups, and implement reconciliation of Material Safety Data Sheets against our chemical inventory.

Goals for Unit: Our goals are:

1. **Implement regular grounds, building and laboratory inspection programs to improve the compliance levels in the areas of environmental safety and occupational health and safety.**
2. **Form a campus-wide safety committee to assist with the development and implementation of policies, to perform risk assessments, and participate in promotion of safety on campus.**
3. **Establish a more comprehensive assessment program to track data and improve our effectiveness. Currently, our work management system tracks the efficiency of our pest control program. A comprehensive program will track the effectiveness of the department in implementing our main goals.**

Assessments (include when and to whom these are administered, and align goals with specific assessments):

2005-2006 (or 2005)

- **Assessment Results** (submit an electronic file of the data collected): The department was created in FY 2005 and began an analysis of the services needed for the campus. Establishment of a current Emergency Plan was identified as a priority. Collaborative work began on that project including

campus stakeholders to assist in the planning, as well as performing a search for personnel. Assessment of this project, which consumed a majority of the Department's effort, was conducted through review and approval of the Emergency Contingency Plan by the University Council in April 2006. The completed plan was submitted to the Board of Regents and we then began implementation of the plan on campus.

- Discussion/Dissemination of Results: The completed Emergency Contingency Plan was presented to the University Council and was reviewed extensively. The plan was then approved by the Council and adopted by the University. A copy was provided to the Board of Regents.
- Modifications Made: The Plan is now reviewed on an annual basis and after any emergency to ensure that the plan remains current and effective.

2006-2007 (or 2006)

- Assessment Results (submit an electronic file of the data collected): During FY 2007, the pest control services for the University were transferred to Environmental & Occupational Safety. Work orders and service calls were issued under the Physical Plant work management system. In addition to the pest control services, the technicians also began performing some safety inspections. We began an analysis of the work performed and determined that our management of the pest control program was inefficient since the work orders were being issued through Physical Plant.
- Discussion/Dissemination of Results: Results of this analysis were discussed with the Vice President for Finance and Administration and Physical Plant.
- Modifications Made: As a result of this assessment, we purchased a license to utilize the TMA work management system to schedule work orders and service calls for our technicians from within our office. This has improved the efficiency of our pest control services, allowing us to add new inspections such as elevator, fire extinguisher and fire alarm panel inspections.

2007-2008 (or 2007)

- Assessment Results (submit an electronic file of the data collected): Environmental & Occupational Safety expanded our use of the Strategic Planning Database during FY 2008 to delineate the departmental responsibility for our strategies and action plans. The strategies of the Administrative unit and the action plans of the Environmental and Occupational units were entered, along with baseline data and metrics. Updates were also entered to gauge our effectiveness in achieving our goals for the fiscal year.
- Discussion/Dissemination of Results: This assessment data was reviewed by Dr. Coons Yates and the Vice President for Finance and Administration.
- Modifications Made: We determined from this year's assessments that it is vital to maintain updates on a regular basis. In addition to providing data for those reviewing the Strategic Planning Database, this will keep our strategies and action plans in focus throughout the year.

Robert Quigg 10/15/08

Unit Director

Date

President/VP for Unit

Date