

# Indiana State University

2004 - 2005 Administrative Annual Report

Environmental Safety

Year in Review

## Achievements

**As you have heard, increasing public awareness of Indiana State University's accomplishments is crucial to building student enrollment, influencing policy makers, and developing a place of pre-eminence in the Midwest. What do you consider to be your department's accomplishments for the 2006-07 year that will contribute to this effort? (Please list in priority order and limit to no more than 8.)**

1. All fire protection systems and equipment have been inspected, maintained and tested in accordance with International Fire and Building Codes as well as property insurers requirements. In addition, we successfully completed a scheduled engineering audit by the University's property insurer (FM Global), which continues to put the University in a favorable light and yields a positive result on insurance premiums. 2. OES staff issued 82 hot work permits to outside contractors to monitor activities that are high risk for fire damage. In addition, there were 16 red tag permits were issued which involves the impairment and return to service of fire protection systems. Both of these activities are requirements of the University's property insurance provider. 3. The OES provided project oversight and air monitoring services for the asbestos abatement project for the Stalker Hall remodel. This effort provided a valuable learning opportunity for our student workers (safety management majors) and served to save the university thousands of dollars for not having to outsource the service. 4. Asbestos inspections and demolition notifications were completed for eight (8) houses for the University Foundation. This saved the Foundation thousands of dollars for not having to outsource this service and provided a unique learning opportunity for our student employees. 5. The OES worked with Facilities Management staff to review bid proposals and select a vendor for improved air filtration supplies that will enhance indoor air quality. We also initiated and coordinated an air filter upgrade for the air-handling unit serving the lower west meeting room at Hulman Center. 6. Office ergonomic evaluations were completed for all the workstations in the Controller's Office and Career Center. We have also extending the web-based office ergonomic pilot training to other areas of campus. 7. The written program is completed for the Spill, Prevention, Control and Countermeasure (SPCC) Plan, which is an EPA requirement. The deadline for plan implementation will be in February of 2006. 8. Lab safety and chemical fume hood evaluations were provided for all teaching and research laboratories on campus. Published safety newsletter for laboratories. Assisted research areas by coordinating inspections and maintenance for the certification of biological safety cabinets. 9. Initial and refresher Bloodborne Pathogen training was provided for approximately 300 new and existing employees. 10. Investigated and resolved a material handling problem with Facilities Management associated with the fountain operation located in the south Science mechanical room. This action minimizes the opportunity for employee injury associated with the manual handling of 50-pound salt bags and 55 gallon drums of corrosive chemicals.

## Action Steps

**In light of the new [strategic direction](#) of the University can you modify your action steps or develop new action steps that will aid in the implementation of the University's Strategic Indicators?**

## Assessment

**What are two ways in which you evaluated the quality or effectiveness in your area last year? What changes did you make based on those assessments?**

The fire safety/property conservation program areas were thoroughly evaluated by FM Global (property insurer) over spring break (March 2005). They will audit our programs at least every 18 months. They have reviewed all of our inspection and testing records for all fire protection systems and equipment; and hot work and red tag permits. The FM Global audit did not find any deficiencies with our work and they were actually complementary of what we do as being one of the best for universities in the mid-west. We will utilize evaluations forms when we initiate our orientation-training program. • What change do you make based on those assessments? The engineering audit by FM Global will indicate to us if there are deficiencies in our routine work and/or if there are any new points of emphasis in the insurance/property conservation industry that we may need to address. The previous years audit revealed deficiencies in the red-tag permit program. With the cooperation of Facilities Management this program has improved and was considered satisfactory on this years audit.

## **Future Goals**

### Future Goals

**Please describe the progress you have made on these action steps.**

The OES has continued to hire students (Safety Management and Environmental Health) that can best benefit from the experience. During this past year we have had three to four students (one a graduate student) employed and have provided the opportunity for two students to complete their required internship while working for us. OES staff has continued to offer assistance to faculty with classroom instruction and/or use of industrial hygiene equipment. We have assisted with classroom instruction in the Health and Safety Department as well as Family and Consumer Sciences. Equipment and instruction was provided for a noise-monitoring project for a Safety Class at a local manufacturing facility. We also provided the opportunity for a graduate student to complete his safety course work by setting up an audit for a vocational shop and guiding him through the regulatory requirements. The OES has combined community engagement with experiential learning as our student workers have provided assistance in performing lead risk assessments for the Providence Housing Corporation in West Terre Haute. This effort is necessary to secure federal grant money that is used to improve sub-standard housing to those that qualify. But more importantly, we identify lead hazards and recommend corrective measures that are designed to protect the development of small children.