

# Environmental Health and Safety



**Annual Report  
2016-2017**

## Annual Report Environmental Health and Safety 2016-2017

- I. Summary of Accomplishments and Challenges
- II. Major Accomplishments and Program Improvements
  - Injury, Illness and Accident Prevention
  - Off-The-Job Safety
  - Annual Fire Inspection
  - Other Regulatory Inspections
  - Safety, Health and Environmental Inspections
  - Regulatory Reporting
  - Chemical Management Database
  - Waste Management
  - Ergonomics and Materials Handling
  - Public Access Defibrillation Program and First Aid
  - Safety Teams
  - Safety, Health and Environmental Training
  - Lead Testing
  - Other Programs, Projects and Investigations
- III. Department Planning and Assessment
  - Department Planning
  - Department Assessment
- IV. Staff Accomplishments and Contributions
  - Professional Certifications, Memberships and Affiliations
  - Education and Training
  - Committees
- VI. Charts

## I. Summary of Accomplishments and Challenges

The Environmental Health and Safety (EH&S) Office is committed to establishing and maintaining a safe and healthy environment for students, faculty, staff, and visitors. Program excellence and continual improvement are hallmarks of our mission.

The EH&S Office provides safety, health, and environmental services for the main campus and the Center for Environmental and Outdoor Education locations. These services are also periodically provided to institutions, businesses, and individuals in and outside of the Cortland community. Injury, illness and accident prevention, chemical management, confined space management, contractor safety, waste management, laboratory safety, electrical safety, mechanical safety, fall protection, fire safety, materials handling, office ergonomics, respiratory protection, hearing conservation, and off-the-job safety are just a few of the programs we manage. The EH&S Office also supports academic programs and campus initiatives, which include special projects for students and participating in campus committees.

This report is a testament to the importance we place on safety, the environment, and the well-being of employees, students, and visitors. It also details the depth of commitment to our mission, and initiatives to establish and maintain exemplary programs. Based on established campus priorities, well-being is most closely aligned with our mission. Programs and initiatives related to safety and well-being are outlined in Section II of this report.

A few of the significant accomplishments summarized in this report include:

- Injury, Illness and Accident Prevention – The “Incident Rate” for the College is below the rate for similar educational institutions.
- Off-The-Job Safety – We extend our commitment to employee wellness to life off-the-job.
- Annual Fire Inspection – An outstanding fire inspection record has been maintained with commendable campus involvement.
- Lead Testing – Completed initiative to test all campus drinking fountains for lead.
- Safety Training – More than 518 employees and students received safety training.
- Customer Service – Responded to 99 percent of all requests for service within one day.
- Waste Management – Due to sound waste management practices, the College has been a small quantity generator for three of the last five years.

Staff and positions titles within our office are: Melinda Ferguson, Secretary I; Amy Markowski, Safety Specialist – Hazardous Materials Manager; Steven Meyer, Safety Specialist – Public Access Defibrillator Coordinator; Randy Phillips, Safety Specialist – Electrical/Mechanical; and Glenn Wright, Director.

## II. Major Accomplishments and Program Improvements

### Injury, Illness and Accident Prevention

Our office received 68 “Injury/Illness” reports during 2016. Twenty-six injuries and illnesses were reportable, and 17 involved days away from work, restricted work, or job transfers. According to the Occupational Health and Safety Administration’s general recording criteria, an injury or illness is reportable if it results in one or more of the following: death; days away from work; restricted work activity; transfer to another job; medical treatment beyond first aid; loss of consciousness; occupational hearing loss; or a significant work-related injury or illness diagnosed by a physician or licensed health care professional.

Chart 1 on page 18 provides injury and illness data from 2008 to 2016. In this chart, injuries and illnesses that involve days away from work, restricted work activity, or transfers to another job are a subset of reportable injuries. In 2016, reportable injuries and illnesses, including those involving days away from work, restricted work, or job transfers, decreased nearly 4 percent from the previous year. No significant work-related factors account for this decrease.

On an annual basis, the U.S. Department of Labor’s Bureau of Labor Statistics collects data on occupational injuries and illnesses and determines an “incidence rate” from major industry sectors. The incidence rate is a calculation based on an employer’s number of reportable injuries and illnesses and the total number of hours worked for a particular year. According to the most recent national data, the incidence rate for educational services is 2.1. The incidence rate for SUNY Cortland in 2016 was 2.3. For this metric, our record is consistent with the national average.

Each year, the New York State Department of Civil Service publishes an annual report of “New York State Government Employees’ Workers’ Compensation Claims”. In this report, incidents involving lost work days or medical treatment beyond first aid for Classified Service employees are considered. One table in this report provides the “incident rate percent” for various New York State agencies. The incident rate percent is determined by dividing the number of incidents by the number of full time equivalent Classified Service employees. Whereas, the incident rate percent in 2015/2016 for all SUNY institutions was 7.4, the incident rate for SUNY Cortland was 5.7. We believe this comparison is a better measurement of our performance versus the educational services incidence rate determined from the U.S. Department of Labor’s Bureau of Labor Statistics data.

Each year, our office promptly investigates all work-related injuries and illnesses, and we closely track and evaluate injury and illness data from previous years. Whenever it is possible or practical, we implement corrective action to prevent or reduce the

occurrence of future injuries and illnesses. We believe these efforts have strengthened our Injury, Illness and Accident Prevention Program.

### **Off-The-Job Safety**

According to recent statistics, nine out of ten deaths and nearly three-fourths of the disabling injuries suffered by employees occurred off-the-job. To promote safety and wellness off-the-job, our office established an Off-The-Job Safety Program in June 2006. We have stimulated interest in safety off the job by writing quarterly newsletters, providing special safety training, conducting promotional campaigns, and distributing the National Safety Council's *Family Safety & Health*® magazine. Since this program's inception, we have given more than 4,000 copies of *Family Safety & Health*® magazine to campus employees. Additionally, employees have received travel safety kits, first aid kits, smoke detectors, personal protective equipment, fire extinguishers, radon test kits and other items for use off the job. This program continues to be received favorably.

During 2016-2017, our effort to promote the Off-The-Job Safety Program was limited to department and new employee training sessions. This was due to our workload and other challenges. For 2017-2018, we will continue to stimulate interest in safety off-the-job through newsletters and promotional campaigns.

### **Annual Fire Inspection**

The New York State Office of Fire Prevention and Control conducts annual fire inspections of the main campus and Center for Environmental and Outdoor Education locations. Each year, more than 100 buildings and areas are inspected for life safety and New York State Fire Code compliance. The fire inspection for the main campus was conducted from October 3 to October 14, 2016. A total of 33 violations were cited during this inspection. All violations were corrected promptly and no penalties were imposed.

Each year, we evaluate the effectiveness of our Fire Inspection Program. Factors we consider include: total violations; buildings with no violations; and the hazard level of the violations. We were quite pleased with the outcome of the 2016 fire inspection. Twenty-eight buildings had no violations and the hazard level of the violations that were cited was minor.

A fire inspection summary from 2002 to 2016 is provided in Chart 2 on page 18. This chart provides the number of violations cited during specific years. This chart clearly highlights the outstanding progress we have made in improving our Fire Safety Program. We attribute most of the success of our Fire Inspection Program to thorough and frequent pre-inspections. Campus involvement has also contributed to the success of this program as more employees and students participated in identifying and correcting unsafe conditions throughout the campus.

## Other Regulatory Inspections

We received one regulatory inspection during 2016-2017. On December 8, 2016, a representative from the Cortland County Health Department visited the campus to conduct an inspection of the swimming pool and spa at the Student Life Center. No violations were cited during this inspection.

## Safety, Health and Environmental Inspections

Each year, we conduct formal and informal health, safety and environmental inspections. Conditions within buildings, departments and offices are evaluated during these inspections.

During 2016-2017, 43 buildings on the main campus were inspected, and more than 312 unsafe conditions or practices were identified. For these inspections, corrective action was promptly implemented, most of which was supplied by our office.

An annual chemical inventory audit is also part of our inspection program. During this audit, all chemical-using departments are requested to verify the accuracy of their chemical inventory. If an inventory is inaccurate, chemicals are added or deleted, as necessary. The inventory audit for 2016 was initiated in September. As a result of this labor-intensive effort, a significant number of chemicals were removed from department inventories, and regulatory compliance was maintained.

## Regulatory Reporting

**Annual SUNY Residence Hall Fire Safety Report** – The Annual SUNY Residence Hall Fire Safety Report provides the status of life safety compliance for residence halls, including statements on inspection for fire systems, student training and evacuation procedures. This report was prepared by the EH&S Office and submitted to SUNY System Administration on December 22, 2016.

**Campus Security and Fire Safety Report** – The Campus Security and Fire Safety Report is prepared each year to comply with the federal Clery Act. The EH&S Office assists with preparing the fire safety portion of this report, which summarizes information on campus fires and life safety. The full report was submitted to System Administration by the Student Affairs Office on September 28, 2016.

**State Agency Environmental Self-Audit** – Section 3-0311 of the Environmental Conservation Law requires state agencies to conduct annual self-audits that evaluate compliance posture for: air resources; fish; wildlife and marine resources; lands and forests; mineral resources; environmental permits; materials management; water; and environmental remediation. Fees related to compliance are also evaluated. This self-audit is comprehensive as a total of 114 regulations are reviewed, including hundreds of associated questions. Our office completed the self-audit for the Main Campus, Hoxie

Gorge, Center for Environmental and Outdoor Education, Brauer Field Station, West Campus and the McDonald Building. No violations were identified. The self-audit was submitted to State University of New York Office of Capital Facilities on May 30, 2017.

**State of New York 19 NYCRR, Part 1204 Annual Report** – Certain New York State institutions are required to submit an annual report that summarizes the status of construction permits, code compliance certificates, temporary approvals for occupancy, and uncorrected violations from annual Office of Fire Prevention and Control fire inspections. Our office assisted the campus' Facilities Planning, Design and Construction Office with preparing this report, which was submitted on January 23, 2017.

**SUNY Campus Financial Reporting Package Pollution Remediation Obligations Survey** – Each year, we receive a survey from the Business Office which identifies six potential cost-related pollution remediation exposures. This survey was completed and submitted to the Business Office on July 20, 2016. Our response indicated that no cost-related pollution remediation exposures were incurred during 2015-2016.

**Survey of Occupational Injuries and Illnesses** - The U.S. Department of Labor's Bureau of Labor Statistics sent a survey pertaining to occupational injuries and illnesses to the EH&S Office in December 2016. Information on average annual employment, total hours worked, and employee-specific recordable injuries was requested. This survey was completed and filed electronically on February 8, 2017.

**Tier II Report** – Facilities covered by the Environmental Protection Agency's Emergency Planning and Community Right-to-Know Act must submit a Tier II Report to the Local Emergency Planning Committee, the New York State Emergency Planning Commission, and local fire departments. This report provides inventory, storage, and location-specific information on certain regulated chemicals. The EH&S Office submitted this report to the appropriate regulatory agencies for the main campus and The Center for Environmental and Outdoor Education on February 21, 2017.

## **Chemical Management Database**

Our Chemical Management Database is used to store and retrieve chemical hazard information, department chemical inventories, safety data sheets, and other safety and environmental information related to chemicals. The Chemical Management Database is essential for managing for our Hazard Communication Program, Chemical Hygiene Plan, regulatory compliance, and other matters related to chemical use, storage and disposal.

There are currently 4,967 actively-used chemicals, and 44 department and office chemical inventories in our Chemical Management Database. This past year, 385 chemicals were archived from the database.

Establishing and updating chemical inventories, and managing SDSs require a significant amount of effort each year. During 2016-2017, we estimate that approximately 1,100 hours of time were dedicated to maintaining the Chemical Management Database.

## **Waste Management**

Four waste streams were managed by our office during 2016-2017. The amount of waste disposed of in each waste classification is summarized as follows:

- Hazardous Waste – 1561 pounds
- Universal Waste – 1702 pounds
- Regulated Medical Waste – 245 pounds
- Asbestos Waste – 2 cubic yards

In comparison with the 2015-2016 reporting period, the following changes were realized in specific waste streams: hazardous waste – 224 pound increase; Universal Waste – 2,758 pound decrease; Regulated Medical Waste – 94 pound decrease; and asbestos waste – 48 cubic yard decrease. Collectively, this represents more than a 42% less waste generated than the previous reporting period. The following factors contributed to the significant waste reduction realized during 2016-2017: 1) less construction-related waste; 2) faculty and staff observing chemical procurement guidelines; 3) improved inventory controls; 4) implementation of longer shelf life LED lighting; and 5) better enforcement related to battery disposal.

From a regulatory perspective, an institution or business is considered a small quantity generator (SQG) when the upper limit of hazardous waste generated is less than 2,200 pounds per month. If we average the amount of hazardous waste generated on a monthly basis, we are significantly below the SQG threshold. It is noteworthy to mention we have maintained SQG status for three of the last five years. This is a significant achievement!

We will continue to promote effective waste management practices in the future. Chemical procurement controls and employee involvement will be key to our success.

## **Ergonomics and Materials Handling**

Services associated with our Ergonomics and Materials Handling Program include: 1) visits to offices to assess workstations and comfort; 2) evaluations of how certain tasks are performed; and 3) participation in safety teams to address materials handling issues. During 2016-2017, we invested time and resources to reduce ergonomic and materials handling related injuries, promote comfort, improve wellness, and increase productivity. Eight office ergonomic assessments were performed during this period. The following items were acquired for employees to address comfort and other



needs: one height adjustable workstation; two chairs; one keyboard tray; and one footrest.

As reflected in the current reporting period, eight ergonomic assessments represent a significant change from previous years – on average, we conduct between 20 and 25 ergonomic assessments each year. We attribute this change to activities we have implemented in previous years to address: 1) poor lighting; 2) static postures that promote fatigue; and 3) poorly designed workstations. Implementation of better ergonomic practices and comfortable workstations has reduced the demand for the ergonomic services we provide. We also attribute this change to actions employees have taken on their own to promote comfort, including acquiring height adjustable workstations.

For wellness, we continue to promote the use of Walkstations in office environments. Walkstations provide an integrated height-adjustable work surface with a low speed commercial grade treadmill. While use of Walkstations is not a replacement for regular exercise, employees are able to use these units to alter their work routine, walk comfortably and burn calories. Two Walkstations are currently available on the main campus.

### **Public Access Defibrillation Program and First Aid**

Our Public Access Defibrillation Program provides technical and administrative oversight for installing and maintaining automated external defibrillators (AEDs). This program also supports AED, cardiopulmonary resuscitation (CPR), and first aid training for employees and students. A total of 85 AEDs are available at the main campus and Center for Environmental and Outdoor Education locations, and signs are posted in every building to indicate the location of specific units. During 2016-2017 academic year, 27 new AED units were acquired to replace older units that were no longer indemnified by the manufacturer.

Within the past 12 months, 15 AED/CPR classes were offered and a total of 124 individuals became AED/CPR certified. Additionally, eight first aid classes were offered during this period with a total of 49 individuals becoming certified.

### **Safety Teams**

Safety teams play a critical role in our ongoing effort to establish a positive safety culture. Safety teams promote involvement in our safety program, heighten safety awareness, and are one of the best means to systematically identify and correct safety deficiencies.

The following safety teams exist on campus:

1. Bus, Pedestrian and Bicycle Safety (established March 2006);

2. Confined Space Safety (established January 2008);
3. Fall Protection Safety (established March 2015); and
4. Laboratory and Studio Operations (established November 2007).

A noteworthy safety team accomplishment was realized during 2016-2017. Beginning in 2014, our Laboratory and Studio Operation Safety team identified inadequate floor drain plumbing for newly installed eyewash units in Bowers I. During subsequent years, this team worked with the Facilities Operations and Services Office to develop a suitable engineering control to collect and divert water to laboratory sinks. Corrective action for this deficiency was implemented in 2016.

### **Safety, Health and Environmental Training**

The EH&S Office provides formal and informal safety, health and environmental training to faculty, staff, students, and ASC employees. More than 518 employees and students attended the formal training sessions that were offered this past year. For reporting purposes, it is important to mention that certain employees attended several different training sessions.

Formal training sessions conducted during 2016-2017 included:

- Above Ground Storage Tank Inspection
- AED, CPR, and First Aid
- Advanced Electrical Safety
- Annual Department-specific Refresher
- Basic Electrical
- Bloodborne Pathogens
- Chemical Hygiene Plan
- Chemical Procurement and Control
- Confined Space
- Department of Transportation
- Emergency Action Plans
- Employee Involvement/Off-The-Job Safety
- Ergonomics and Materials Handling
- Fall Protection
- Hazard Communication/Right-to-Know
- Hazardous, Regulated Medical, and Universal Waste
- Hazwoper (eight-hour)
- Hearing Conservation
- Injury, Illness and Accident Prevention
- Laboratory Safety
- Ladder Safety

- Lightning and Thunder
- Lockout/Tagout
- New Employee Safety
- Personal Protective Equipment
- Radiation Safety
- Resource Conservation and Recovery Act
- Respiratory Protection
- Safe Lifting
- Summer Student Safety

### **Lead Testing**

Within the past year, our office completed the initiative to test all campus drinking fountains for lead. This effort was implemented in 2016 due to discussions during Joint Labor Management/Environmental Health and Safety Committee meetings.

As summarized in our 2015-2016 Annual Report, 63 drinking fountains were tested for lead. All buildings were represented. The outcome of our testing indicated two drinking fountains were above the 15 parts per billion action level as specified by the EPA. Upon re-testing, both fountains tested below the action level. However, since these were older drinking fountains where lead components might be present, one fountain was removed from service and the other fountain was replaced with a filtered unit.

We continued our lead testing in 2017. During two weeks in December, we sampled 144 drinking fountains. Five fountains were found to be above the action level. Prior to re-testing, one fountain was removed from service as it was rarely used. Thereafter, four fountains were re-tested with the following results: two fountains tested below the action level and no additional remedial action taken; and two fountains tested above the action. For the later drinking fountains, one unit was removed from service and the other unit was replaced with a filtered unit.

It is noteworthy to mention that of the 207 drinking fountains tested, lead levels were below the analytical detection limit for the majority of campus drinking fountains. This indicates the water supply is free from widespread lead contamination. Although we have taken remedial action for those drinking fountains that tested above the EPA action level, we will continue to re-test a cross-section of drinking fountains each year as part of our Analytical Testing and Sampling Program.

### **Other Programs, Projects and Investigations**

**Analytical Testing and Sampling** – Throughout the year, our office supplied support for various analytical testing and sampling. This included sampling for air quality, asbestos,

lead, radon, and water quality. This past year, lead in drinking water testing represented a significant investment of our time. For a summary of this project, please read further in the previous “Lead Testing” sub-section.

**Confined Space Permits** – On January 18, 2017, a thorough review of confined space permits was conducted. No major deficiencies were identified during this review.

**Customer Service Requests** – Between 15 and 20 percent of our workload each year is devoted to customer service requests. Specific issues that are investigated include: odors; building temperature; humidity and ventilation; building integrity; equipment integrity; work-related illness; poor lighting; water intrusion; noise; mold; asbestos; radon; snow and ice; wildlife; chemical storage; and waste disposal. During 2016-2017, most of these issues were investigated. Customer service response is discussed further in Section III.

**Emergency Regulation for Cooling Towers** – On August 17, 2015, the New York State Governor announced new emergency regulations for cooling towers. The intent of the regulations is to prevent the spread of Legionella bacteria by specifying certain work practices, including bacteriological testing, routine inspections, third party certifications, and regulatory reporting. The regulations also require a written maintenance program. During 2016-2017, we updated the maintenance program to comply with regulatory changes. We also regularly updated the state-wide database to track cooling tower maintenance activity.

**Eyewash Units** – Until recently, eyewash units in Bowers Hall were not tested regularly for water flow and integrity. Additionally, records of testing were not maintained. During the past year, our office worked with the Facilities Operations and Services Office and laboratory personnel to establish a monthly program to test all eyewash units in Bowers Hall. In April 2017, a formal eyewash unit testing program was established. All eyewash units in Bowers Hall are now tested monthly by Facilities Operations and Services personnel, and records that specify the dates of testing are maintained at each eyewash unit.

**Hearing Conservation** – Sixty-four employees participated in our Hearing Conservation Program during 2016-2017. These employees received hearing protection, annual training, and annual audiometric testing. Additionally, our office evaluated high noise exposures to make sure that appropriate controls were in place and signage was posted.

**Hot Work Program** – During 2016-2017, we issued 25 hot work permits. This effort also included visiting locations where hot work would be performed to implement safe practices, such as checking equipment for integrity, removing combustible materials, and establishing fire watches.

**Indoor Air and Water Quality** – The EH&S Office receives requests to investigate indoor air and water quality throughout the year. Indoor air concerns include asbestos, carbon dioxide, carbon monoxide, chemicals, dust, mold, odors, particulates, and radon. Concerns involving water quality are generally limited to bacteria, chemicals, lead, and sediment. Approximately five percent of our time is dedicated to these investigations. While most concerns are addressed promptly by conducting analytical sampling, identifying the source of odors, or making adjustments to building ventilation, certain concerns require many hours of effort to resolve. This past year, we conducted three comprehensive indoor air investigations in Alger Hall, Old Main and Randall Hall.

**Laboratory Fume Hoods** – During the past six years, our office has assumed the responsibility for taking fume hood face velocity measurements. During 2016-2017, face velocity measurements were taken for 66 fume hoods.

**NFPA 70E** – NFPA 70E is a National Fire Protection Agency standard that prescribes safe practices for risks associated with electrical work, particularly arc flashes. Compliance with this standard requires implementation of the following: a written program; employee training; accurate electrical diagrams; an incident energy analysis; personal protective equipment for electrical hazards; and routine electrical equipment maintenance. During 2016-2017, we worked with our Facilities Planning, Design and Construction Office to ascertain the costs associated with third party arc flash studies. We also continued to work on updating our Electrical Safety Program.

**Programs, Policies and Procedures** – Although we do not post all of our written safety programs electronically, 24 EH&S Office programs can be retrieved at our web page. During 2016-2017, we developed a new Petroleum Bulk Storage Tank Inspection Program, and updated our Cooling Tower Maintenance program to comply with new regulatory requirements. These programs were added to our web page. In early 2017, we started to develop a Drone Program to: 1) implement safe flight activities associated with use of drones; and 2) comply with Federal Aviation Administration regulations. We expect this program to be finalized prior to the beginning of the 2017 fall semester, and this program will be posted at our web page.

**Respiratory Protection** – Thirty-seven employees and 2 students were included in our Respiratory Protection Program this past year. These individuals received annual fit tests, training, respirators, and replacement cartridges. Additionally, we have two employees using hoods.

**Underground Storage Tank (UST) Certification and Training** – During 2015, New York State Department of Environmental Conservation developed new regulations for underground petroleum storage tanks. The new regulations became effective on November 20, 2015 and required facilities with USTs to designate Class A, B and C Operators by October 2016. Whereas, individuals who act as Class A and B Operators are required to pass an exam to demonstrate competency with managing USTs, Class

C Operators must be trained to address spills or releases from USTs. In 2016, one person within the EH&S Office became a Class A/B Operator. Moreover, in August 2016, our Class A/B Operator trained two SUNY Cortland employees who, thereafter, became Class C Operators. We are now fully compliant with the NYS DEC UST regulation.

**Underground Storage Tank Removal** – Our office work with personnel at the W.H. Parks Family Outdoor Center for Education to remove one 1000-gallon UST and one 300-gallon UST. Since USTs are more vulnerable to leaks or spills that go undetected, we have established a safer method for storing and dispensing fuel by installing the two 300-gallon above ground units. Additionally, we are now exempt from New York State’s DEC tank registration requirements.

**Work Requests and Project Requests** – We submitted 106 Work Requests and five Project Requests during 2016-2017 to address unsafe conditions and other safety issues.

### III. Department Planning and Assessment

#### Department Planning

##### Next Year

**Annual Emergency Action Plans Training** – Continue developing on-line Emergency Action Plans training for the campus community.

**Confined Space Program** – Continue conducting air monitoring for specific permit-required confined spaces and identify conditions for reclassifying these spaces.

**Drone Program** – Finalize the Drone Program to include an electronic approval form.

**EH&S Office Project and Training Schedule** – Continue effort to track EH&S Office projects and training.

**Ergonomics Program** – Develop a formal ergonomics program to include both office and non-office environments.

**EH&S Office Specialist** – Hire a full-time EH&S Office specialist by the end of 2017.

**Lead Testing for Drinking Fountains** – Test 10% percent of campus drinking fountains for lead.

**Programs, Policies and Procedures** – Review all programs, policies and procedures posted at the EH&S Office Web page for accuracy, content and compliance with regulatory requirements. Appropriate changes or updates will be made.

**Safety Inspections** – Give additional focus to Art Department and laboratory inspections.

##### Next Five Years

**Asbestos Program** – Establish a formal Asbestos Program.

**Contractor Safety** – Develop a Contractor Safety Program.

**Electrical Safety** – Implement a NFPA 70E compliant program and establish a formal Electrical Safety Program.

**Fall Protection Program** – Establish a comprehensive Fall Protection Program to include aerial lifts, ladders, personal protective equipment, scaffolding, and protocol for

working on elevated surfaces. This effort will also include establishing fall protection systems for roofs.

## Department Assessment

To measure the extent to which we promote wellness, we assess how well we: 1) establish and maintain a safe and healthful environment for students, faculty, staff, and visitors; and 2) provide quality customer service to the campus and community. Some of the actions or activities associated with these objectives include: promoting involvement in safety, both on and off the job; establishing wellness initiatives; promptly responding to questions, concerns, and requests for service; and periodically publishing newsletters and distributing safety information. We met all of our basic objectives during 2016-2017.

Employee involvement is a critical consideration as it indicates the level of importance placed on taking personal responsibility for influencing positive change. We continue to observe very encouraging employee involvement improvements. Employee participation has influenced prompt reporting and correction of unsafe conditions, and has contributed to improvements in employee training, chemical inventory control, office ergonomics, and safety team participation.

Providing quality customer service remains our greatest strength. We recorded 419 requests for service in our Customer Response Log from July 1, 2015 to June 14, 2016. Ninety-nine percent of the issues recorded in this log were resolved within one day.

The annual fire inspection, chemical safety and waste management also represent EH&S Office programs that are managed exceptionally well. As highlighted in Section II, the results of the annual fire inspections demonstrate an outstanding commitment on our part to eliminate hazards and encourage the campus community to be safety conscious. Moreover, we devote hundreds of hours each year to managing chemicals and waste streams. This effort includes: 1) implementation of safe work practices for new and existing chemicals; 2) inspection activity; 3) maintaining accurate chemical inventories; 4) waste minimization; and 5) timely disposal of waste materials. These efforts not only establish a safe work environment, but also promote a noteworthy regulatory compliance posture.

During our staff development days, we identify where we execute our mission well and identify areas that need to be addressed. During 2016-2017, we identified the following opportunities to improve: 1) address safety training deficiencies; 2) expand our formal inspection activity; 3) establish a ten-year program to routinely sample all campus drinking fountains for lead; and 4) establish measurements to better execute our departmental plans for the next five years.



## IV. Staff Accomplishments and Contributions

### Professional Certifications, Memberships and Affiliations

- Air and Waste Management Association
- American Society of Safety Engineers – National and Local Chapters
- Board of Certified Safety Professionals – *Certified Safety Professional*
- Department of Environmental Conservation – *Class A and B Operator (underground storage tanks)*
- Institute of Certified Hazardous Materials Managers – *Certified Hazardous Materials Manager*
- Erieville Volunteer Fire Department – *District Commissioner*
- National Registry of Certified Chemists – *Certified Chemical Hygiene Officer*
- National Safety Council
- Nationally Certified American Heart Association Instructor
- Nationally Certified American Heart Association Instructor Trainer
- Nationally Certified Athletic Trainer
- OSHA General Industry Outreach Trainer
- SUNY Environmental Health and Safety Association (two department memberships)

### Education and Training

- HAZWOPER 8-Hour Annual Refresher – March 2, 2017
- New York State Pipeline Safety Program, Syracuse, NY – May 9, 2017
- Resource Conservation and Recovery Act 8-Hour Refresher – March 16, 2017
- Webinars:
  - Eye and Face Protection
  - GHS and OSHA Hazard Communication
  - Hazardous Waste Generator Improvements Rule
  - Hazard Waste Management in Higher Ed
  - How Your Facility Can Reduce Hazardous Waste and Save Money
  - Shipping Lithium Batteries by Ground and Air
  - Underground Storage Tanks – What the Regulatory Requirements Mean for Your UST

### Committees

- Cortland County Local Emergency Planning Committee
- SUNY Cortland Animal Care and Use Committee
- SUNY Cortland Employee Assistance Program
- SUNY Cortland Incident Command Team Committee

- SUNY Cortland Joint Labor/Management Environmental Health and Safety Committee
- SUNY Cortland Risk Management Committee
- SUNY Cortland President's Award for Excellence in Classified Service Committee
- SUNY Cortland Sports Medicine Symposium Committee
- SUNY Cortland Student Emergency Medical Squad Advisory Board
- SUNY Cortland Tobacco Advisory Committee
- SUNY Cortland Workplace Violence Advisory Team

## V. Charts

Chart 1 - Injury and Illness Summary - 2008-2016

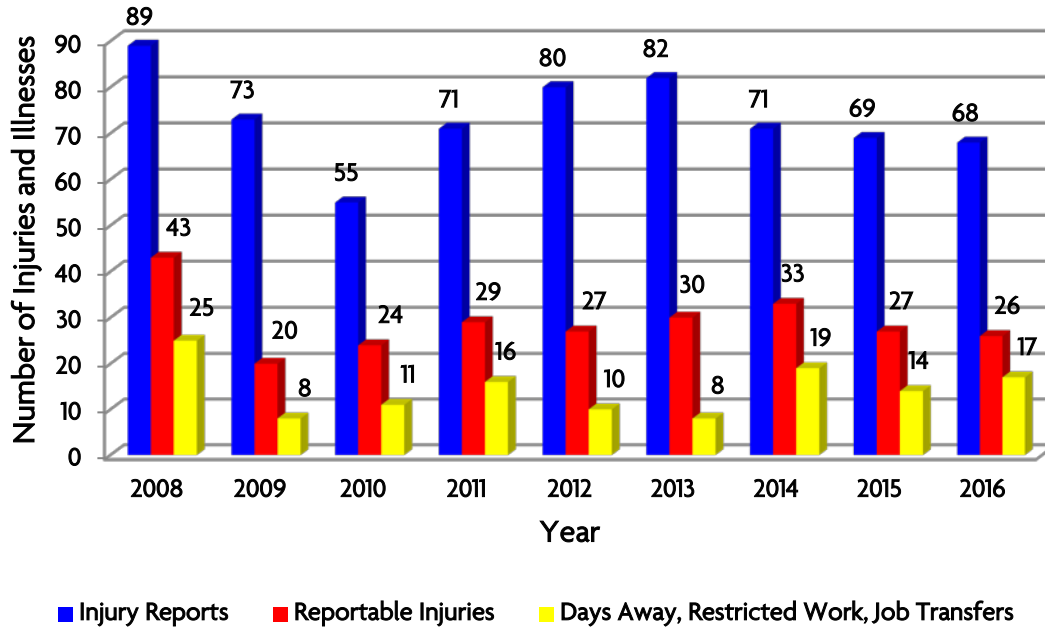


Chart 2 - Fire Inspection Summary (2002-2016)

