

**Campus Safety, Health and Environmental Management Association  
(CSHEMA)**

**“Complete Environmental Health & Safety Program” Award for  
Small Colleges and Universities**

Application Requirements and Instructions

1. This separate award has been developed for Complete Safety Programs for Small Colleges and Universities as defined by having three or less EHS professionals.
2. Entries must be received by February 15 or the first business day after if it falls on a weekend.

Send to: CSHEMA  
Jack Voorhees  
One City Centre, Suite 204  
120 W. Seventh St.  
Bloomington, IN 47404-3839

3. Entry material must be contained in a three-ring binder(s) or other similar type of presentation material. It is the responsibility of the applicant to make sure the submission is complete and reference material is readily identified. The submissions are reviewed by a panel of judges. If it is difficult to find documentation, the material will not be reviewed. Electronic submittals are not acceptable.
4. Include a cover letter that contains a brief description of your campus. For example, total student enrollment, the number of students who live on campus, the number of dining halls/resident halls, etc.
5. Each entry must contain a table of contents, appendix, links or other section which indicates where various questions, answers, and subject matter are located within the entry.
6. Divider pages and tabs must be used to separate sections and to indicate a new section. This is important! Without the tabs, it is very difficult for the judges to find and evaluate the supporting documentation.
7. Two three-ring binders should be submitted. One will contain the certification, public relations contacts, and an answer to all questions with appropriate documentation. It is not necessary to provide more than two pieces of recent support documentation. Each question and answer should be submitted on a separate sheet of paper and the documentation should directly follow the question. The questions should be tabbed or linked with the question number.

The second binder will be for reference material such as policy and procedures manuals, safety manuals, brochures, pamphlets, memos, posters, etc. and should have a table of contents.

8. All questions must be answered. Type the questions and your answers on separate pages to allow as much space as is needed. Some evidence of actual program existence should substantiate all questions. Do not submit blank forms – instead submit a copy of a recent completed form. The evidence should be minimal but powerful. For example: Does your department have a funding account to mitigate safety issues? Make a copy of the budget sheet for the account and show an invoice where a problem was eliminated.
9. Please be as concise as possible.
10. When compiling answers and material for the entry, consider that the reviewers are not familiar with your program. Do not assume the reviewers know your program has certain policies or administrative statements. Also, consider that the review committee and others who view your entry will not know where in the entry to find certain reference material.
11. All entries will be judged to some extent on how the material is presented, but not necessarily on the volume of material or the expense of the material and binders. Judges' comments are maintained on file and available to entrants.
12. References to "OSHA," "state, local and federal," refer to U.S. regulations. Institutions outside the U.S. should meet these criteria by submitting the following: 1) verification that they are in compliance with their own local and national regulations; and 2) explanatory documents and/or copies of applicable standards.
13. Award of Honor recipients are required to wait a minimum of four (4) years before again submitting an entry. The rationale for this requirement is based on the assumption that complete programs that earn the Award of Honor will not undergo significant changes within a shorter time period. However, entrants who earn the President's Letter, Award of Commendation or the Award of Merit are encouraged to submit entries in consecutive years; as the entrants incorporate the judges' critiques into their programs, their entries will improve and they will receive deserved recognition.
14. The judges are sensitive to and do consider the size of each entrant's institution when preparing their evaluations. The size of the institution does not impact upon the judges' evaluations or final decisions.

**Objectives:**

1. The competition is intended to motivate entrants to strive for excellence in designing and implementing their own safety programs and to incorporate

novel and/or original efforts while complying with standardized regulations. It also aims to give local as well as national recognition for safety efforts and should properly become an item of promotional publicity.

2. All parts of the award qualification system require “substantiating evidence.” This requirement reinforces two important objectives of the competition:
  - (a) suggests avenues for formalizing policy and
  - (b) suggests methods for strengthening the program.
3. Collecting the data, fulfilling the requirements, and going through the process of submitting an entry in this program should benefit the institution in a number of ways:
  - (a) articulate existing procedures and practices,
  - (b) compile current campus safety information, and
  - (c) provide valuable experience.

***Evaluation Schedule: Existing Point System***

Part III has a total of 100 points.

***Recognition:***

<b>Award of Honor:</b>	90-100 points.
<b>Award of Merit:</b>	80-89 points.
<b>Award of Commendation:</b>	70-79 points.
<b>President’s Citation Letter:</b>	60-69 points.

## **PART I Certification**

**(Submit this page in duplicate)**

**Name of institution:** \_\_\_\_\_

**Name/Title of person submitting this entry:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The authority of this entry is attested by the president/ chancellor or vice president/vice chancellor whose signature appears below:**

Name/Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Part II -For Notification and Publicity Purposes (Please submit in duplicate):**

**A. Name of institution:** \_\_\_\_\_  
**President/Chancellor:** \_\_\_\_\_

**Name/Title of person submitting this entry:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**B. Institution's Public Relations Department:**

**Name/Title:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**C. Local newspapers:**

**Name/Title:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Name/Title:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**D. Other Professional Organizations or Publications to which publicity about your award may be submitted:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Please provide the URL where your institution will be recognized. This will be linked from the CSHEMA Home Page. URL: \_\_\_\_\_

## Part III - Evaluation Checklist (100 points)

Each question asked in this checklist should include supporting documentation. Answer each question on one page and attach the documentation that supports your answer. If the supporting documentation is part of a manual or booklet, you may attach the single page in your evaluation binder (with the pertinent information highlighted) and the whole manual in the reference binder.

### A. **Administrative Leadership and Safety Organization (50 Points)**

#### 1. **Policy:**

- a) Has an institutional safety policy been prepared and endorsed by a top-level officer?
- b) Does this policy include a charge to each member of the community to be responsible for their own safety?
- c) Are all faculty, staff and students urged to set a personal example of safe practices for other members of the community?
- d) Is safety included as a part of the employee performance appraisal process?

#### 2. **Communication:**

- a) Has the institution designated a person responsible for Safety, Health and Environmental Management programs for the institution? (Include job description of this individual(s) and an organizational chart for the institution showing the President/CEO and reporting lines down to this/these persons.)
- b) How are safety, health and environmental programs communicated to the campus community? Is the safety officer/department encouraged to carry out promotional, health and informational activities? Examples: posters, newsletters, articles in the campus newspaper, web site.
- c) Does the orientation program for new employees and graduate students (do we expect small colleges to have graduate students?) include information on the safety program?
- d) Is any type of orientation provided for undergraduates?
- e) Do faculty members receive specific orientation and training?
- f) Are students instructed in the basic principles of accident prevention in courses, particularly in laboratory environments?

#### 3. **Committees:**

- a) Does the program receive the attention/oversight of an institutional council or faculty advisory committee?
- b) Have faculty, staff, students and campus organizations been invited to participate and contribute to the safety health and environmental management programs? If so, include a list of the committee(s) or

council(s), a short paragraph of their mission, how often they meet, and their membership. Include documentation of a couple of action items of the committee.

c) Is there any organization for safety in departments or research units , such as safety committees or other specific safety activities?

#### **4. Funding and Auditing:**

- a) Have specific funds or a process been established to address safety, health and environmental hazards on the campus?
- b) How are requests for funds to fix these identified hazards addressed by the administration?
- c) Describe any auditing practices the institution has established to evaluate the effectiveness of the safety, health and environmental programs. (Describe actual overall program audits, such as hazardous chemical safety, environmental management, etc. Do not include inspection activities of specific worksites). Also include the frequency these audits are performed and whether they are performed by internal or external auditors.

#### **5. Illness and Injury Program:**

- a) Do existing procedures require reporting of all (employee, student and visitor) injuries and illnesses occurring on campus and elsewhere in work under college jurisdiction?
- b) If not, what injuries/illnesses are required to be reported?
- c) How is the campus community encouraged to report injuries/illnesses?
- d) Is there a formal procedure for reporting these injuries/illnesses?
- e) Does the procedure require or encourage investigation of injuries or illnesses to identify and call for correction of defective conditions or operations?
- f) Does a safety committee, the safety officer or department review accident reports and investigations to assure that deficiencies noted are corrected?
- g) Are employees, including faculty, required to have medical clearance or evaluation following injuries and illnesses?
- h) Does your institution have a Return to Work policy? If so, please describe and include your disability management /alternative work program.
- i) Is the summary of occupational injuries and illnesses posted annually on the appropriate OSHA form (or the equivalent standard established in your country) where applicable?
- j) Incidents Experience Record: Period covered by this report (specify if academic, calendar, or fiscal): Include faculty, staff, and student workers.

Number of disabling injuries:

$$\text{Faculty/Staff Injury rate:} \\ 100 \times \left( \frac{\text{\# of disabling injuries for Faculty/Staff}}{\text{\# of Faculty/ Staff FTEs}} \right)$$

FTE = Full time equivalents

Disabling injury = one that results in death or causes the loss of one or more full days from work or college attendance, or a permanent disability or impairment.

k) Does the head of the institution receive reports on accidents ?

l).What is the institution's Workers' Compensation cost for the past year (use same period as in Q5j). Include medical and indemnity costs and itemize separately.

**B. General Safety (5 Points)**

- a) Do you have an Injury and Illness Prevention plan as required by OSHA? If so, describe the major components of the plan.
- b) Is there a coordinated plan to comply with OSHA requirements in general?
- c) Have you prepared an OSHA 300 report?

**C. Fire and Life Safety (10 points):**

- a)Are surveys of all buildings conducted to detect physical hazards? At what frequency?
- b) When hazards are discovered, how are they corrected?
- c) .Do you have a program for reviewing new construction or renovation plans to assure life safety concerns are met and to identify construction safety issues?
- d) Do the institution's facilities meet state, local and federal code requirements, by policy?
- e).Has a fire marshal or equivalent been designated?
- f).Does the institution have a preventive maintenance program to assure that building fire protection systems are kept in proper operating condition?
- f) Does the institution have a plan for upgrading buildings which comply with older codes, on some schedule?
- g) Are automatic fire detection, alarm and suppression systems provided in student residences? In all major campus buildings?
- h) Are fire drills conducted in all campus buildings? How frequently?  
Prepare a chart showing the type of building and drill.
- i) Is there a fire safety program for residence halls? Describe the components of this program.



**C. Environmental Management (10 Points)**

Identify the main components of your institutional Environmental Management program. Address control of air, soil, and water emissions/releases.

- 1 a) Do you have an asbestos management program?  
b) Does it include an inventory of all asbestos and potentially asbestos containing materials?
2. Do you have a lead-based paint management program?
3. Do you have a management program for underground and above ground storage tanks? Briefly describe and document.
4. Do you review acquisitions of real estate for environmental concerns prior to purchase?
5. Does your institution have a mechanism to ensure compliance, when required, for air permits, storm water discharge, land disturbance permits, and other environmental permits?
6. Does your institution have a program to address compliance with TSCA, such as for PCBs, etc?
7. Describe your institution's recycling program.
8. Does your institution have a program dealing with Indoor Air Quality concerns? If so, please describe.
9. How does your institution handle issues of food sanitation?

**D. Biological Safety (5 Points) \*\***

1. Do you have a biological safety program? Describe fully and document. Include such items as whether there is a Biological Safety Officer or Committee, a manual, training for persons using hazardous biological materials, frequency of inspection of biology laboratories, and handling of infectious waste. Include use and description of hazardous biological material in animal facilities
2. Describe the program used for shipping and receiving biological materials.

**E. Radiological Safety (5 Points) \*\***

1. Do you have a radiation safety program? Describe fully and document. Include such items as whether there is a Radiation Safety Officer or Committee, a manual, training for persons using radioactive materials, frequency of inspection of laboratories, and handling of radioactive waste. Include use and description of radioactive material in animal facilities  
Briefly describe the process for controlling purchase, receipt, transport, use and storage of radioactive materials at your institution
2. Does the institution use any non-ionizing radiation sources, such as lasers, microwaves, ELF? Describe briefly any related safety programs.

**F.. Chemical Safety/Chemical Waste (10 Points)**

Briefly describe the institutional chemical hygiene program.

1. Does the institution have a published manual/web site which covers chemical safety/hazardous materials management? If so, describe. Include handling of hazardous waste describe the program used for shipping and receiving hazardous materials.
2. Is there a Chemical Hygiene Committee or equivalent that has oversight of campus chemical safety? If so, give the membership, charge and document activities.
3. Does the institution have a Chemical Hygiene Plan (CHP) and Chemical Hygiene Officer designated for compliance with OSHA's laboratory standard (or the equivalent in your country)?
4. Does the institutional program comply with RCRA, SARA, and Right-to-Know laws, or the equivalent standards in your country?
5. Are employees and students working with hazardous materials provided appropriate personal protective equipment? Describe the PPE program.
6. Are audits or inspections of programs/activities relative to chemical safety conducted? If so, who performs the audits or inspections and how are they done?

**G. Government Relations:(5 Points)**

1. What is your process for assuring that new or amended regulatory standards are incorporated into your programs? (This refers to a written document identifying dates for action, responsible individuals or departments, and type of action required. e.g. a quarterly report due to the local Water Quality Board)
2. What does the institution do to maintain good community relations with city and state officials?

**H. Emergency Preparedness (10 points)**

1. Describe your emergency preparedness procedures. (Address the overall campus emergency plan, any departmental plans, any building-specific plans, and other strategic planning activities. Also, indicate what hazards are addressed by the plan.)
2. Who maintains the campus emergency plan and how is this done?
3. Describe the strategy for drills and tests of specific parts of the plan.
4. How is the campus emergency plan communicated to the campus community?
5. Describe arrangements for mass communication of emergency information and guidance to the campus community.