

## **Campus Safety, Health and Environmental Management Association**

### **(CSHEMA)**

#### **“Complete Environmental Health & Safety Program” Award**

##### Application Requirements and Instructions

1. 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

2. Entry material must be contained in a 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 identifiable. The submissions are reviewed by a panel of judges. If it is not reviewer friendly, the submittal will not be reviewed. Electronic submittals are not acceptable.
3. 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.
4. Each entry must contain a table of contents, appendix, links or other section that indicates the location where various questions, answers, and subject matter are located within the entry.
5. 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.
6. 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.
7. 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 an account to mitigate safety issues? Make a copy of the budget sheet for the account and show an invoice where a problem was eliminated.

8. Please be as concise as possible.
9. 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 to find certain reference material in the entry.
10. 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 can be requested by entrants.
11. 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.
12. 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.
13. 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. A separate award has been developed for "Complete Programs for Small Colleges and Universities" as defined by having three or less EH&S professionals.

**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 of 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:***

**Award of Honor** - 90-100 points.

**Award of Merit** - 80-89 points.

**Award of Commendation** - 70-79 points.

**President's Citation Letter** - 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 (30 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 they 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 include information on the safety program?
- d) Is any type of orientation provided for undergraduates? For graduate students?
- e) Do faculty members receive specific orientation and training?
- f) Does the orientation cover procedures to take in the event of an emergency?
- g) 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 been allocated to eliminate 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 Radiation Safety, Environmental Mgmt, etc. Do not include routine inspection activities of specific worksites). Also include the frequency these audits are performed and whether by internal or external auditors.

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

- a) Do existing procedures require reporting of all (employee, student and visitor) injuries/illness 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 investigation of injuries or illnesses to identify and call for correction of defective conditions or operations?
- f) Does a safety committee, safety officer or department review accident reports and investigations to assure 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. 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:

Faculty/Staff Injury rate:

$100 \times (\# \text{ of disabling injuries for Faculty/Staff})$

$\# \text{ of Faculty/ Staff FTEs}$

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 university's Workers' Compensation cost for the past year (use same period as in question 5j. Include medical and indemnity costs and itemize separately.

m) Do you record student injuries? If yes, describe the process.

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

1) Does your institution have an Injury and Illness Prevention plan as required by OSHA? If so, describe the major components of the plan.

2) Is there a coordinated plan to comply with OSHA requirements in general?

3) Have you prepared an OSHA 300 report?

4) Have minimum physical job requirements been established for students and employees based on skills and physical capacities needed?

5) Are students required to have a medical clearance or evaluation before entering the institution?

6) Is a medical examination required for new employees, including faculty? If so, when are these examinations given?

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

1) Are surveys of all buildings conducted to detect physical hazards? At what frequency?

2) When hazards are discovered, how are they corrected?

3) 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?

4) Do the institution's facilities by policy meet state, local and federal code requirements?

5) How does your institution comply with NFPA 45 or the equivalent in your country? Are the NFPA (or the equivalent standard established in your country) safety color codes or their equivalent used to designate fire equipment?

6) What codes are used?

7) Does the institution by practice meet state, local and federal code requirements?

8) Has a fire marshal or equivalent been designated?

9) Does the institution have a preventive maintenance program to assure that building fire protection systems are kept in proper operating condition?

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- 10) Does the institution have a plan for upgrading buildings, which comply with older codes, on some schedule?
- 11) Are automatic fire detection, alarm and suppression systems provided in student residences? In all major campus buildings?
- 12) Are fire drills conducted in all campus buildings? How frequently? Prepare a chart showing the type of building, drill and frequency.
- 13) Is there a fire safety program for off-campus housing? Residence halls? Describe the components of this program?
- 14) Are residence halls or dormitories inspected for fire safety? At what frequency? Who performs the inspections (give titles)?
- 15) Is a process in place to assure all identified deficiencies are corrected and/or resolved?
- 16) Describe the review and approval process (if any) for proposed uses of open flames, open burns, or pyrotechnics.

**D. *Environmental Management (15-Points)***

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

- 1) Does your institution have an asbestos management program?
- 2) Does the program include an inventory of all asbestos and potentially asbestos containing materials?
- 3) Is identified asbestos abated during construction projects by an in-house or outside contractor? Describe and document.
- d) Is the asbestos inventory database updated to reflect abatement activities?
- 4) Does your institution have a lead-based paint management program?
- 5) Do you maintain an inventory of lead-based paint sites?
- 6) Do you have a management program for underground and above ground storage tanks? Briefly describe and document..
- 7) Does the storage tank program comply with EPA requirements or equivalent state requirements?
- 8) Do you review acquisitions of real estate for environmental concerns prior to purchase?
- 9) Has your institution completed a Title V application for air emissions as required by EPA?

- 10) Does your institution have any programs in place to deal with protection of potable, groundwater, surface water, or POTW discharge requirements?
- 11) Does your institution have a program to address compliance with TSCA, such as for PCBs, etc?
- 12) Does your institution recycle any materials? If so, what?
- 13) Does your institution comply with FIFRA for the pesticides in use or research applications?
- 14) Is your institution in compliance with the Worker Protection Standard?
- 15) Does the institution have any sites that are on Federal or State Superfund lists? How are they managed?
- 16) Does your institution file Tier II forms to address compliance with EPCRA as required by EPA, state or other regulatory authority?
- 17) Do you have a program dealing with Indoor Air Quality concerns? Is it proactive or reactive? Please describe.
- 18) Does your institution have jurisdiction for public health on your campus?
- 18a) If so, how does your institution handle issues of food sanitation? Describe the program and document.
- 19) Does the institution have a designated campus sanitarian?
- 19a) Are any inspections done in this regard? What sites and at what frequency?
- 20) Is there a requirement for campus groups to have the sanitarian (or any individual) review and approve food service procedures at special events?

**E. *Biological Safety (10-Points)***

- 1) Does your institution have a biological safety program? Describe. Does this include campus wide committee oversight and /or a Biological Safety Officer?
- 2) Do you have a biological safety manual and/or offer training to personnel working with biohazards?
- 3) Does EHS staff review recombinant DNA research projects?
- 4) Does EHS staff perform any inspections of research activities where biohazards are used to assure proper procedures are used?
- 5) Does the institution have any BSL-3 (P-3) laboratories? How many? How frequently are they inspected? By whom?
- 6) Describe your program for training workers on blood borne pathogens.
- 7) Does the institution have any biological safety cabinets (BSC)? Are they certified on a regular basis, if yes, at what frequency and by whom?

- 7a) Does the institution maintain an inventory of the BSC's?
- 8) Does the institution have an animal facility? If so, does it have a safety program for animal handlers? Please describe all aspects of the program, including the occupational health program.  
Does the institution have any animal BSL-3 (P-3) laboratories or facilities?
- 9) Does the institution generate medical waste? How is it managed?
- 10) Describe the program used for shipping and receiving biological materials.
- 11) Are autoclaves used to render infectious material non-infectious? If so, please describe your program for verifying autoclave effectiveness.
- 12) Has the institution registered any select agents? Describe the program used for determining if select agents are purchased and/or received by investigators and how they are monitored.
- 12a) Who is the university's Responsible Official?-

**F. Radiological Safety (10-Points)**

Briefly describe the organization of the radiation safety program, and include the staffing and their education and experience. If your institution does not have any radiation sources on campus, skip this section.

- 1) Do you have an ionizing radiation safety program?
- 2) Does the program include both radioactive materials and machine-produced radiation?
- 3) Has the institution appointed a Radiation Safety Officer and a Radiation Safety Committee?
- 4) To whom do the Radiation Safety Officer and the Radiation Safety Committee Chair report?
- 5) Briefly describe the process for controlling purchase, receipt, transport, use and storage of radioactive materials at your institution.
- 6) Does the institution generate radioactive waste?
- 7) Briefly describe the radioactive waste management program and include description of any decay-in-storage, packaging and processing procedures.
- 8) Is a radiation safety manual published and provided to all users?
- 9) Describe the institution's radiation safety training program.  
Who receives training? Are researchers permitted to use radionuclides prior to receiving training? Is any training provided to ancillary support staff, such as custodial staff, administrative assistants, shipping/receiving personnel? Describe the institution's retraining policies and the retraining program.

- 10) Describe the program used for shipping and receiving radioactive material and/or radiation producing devices.
- 11) Is the radiation safety program audited on a regular basis? How frequently? By whom? Internal or external auditors?
- 12) Describe any security enhancement activities your institution has undertaken with respect to the NRC designated sources.
- 13) Does the institution have a Laser safety program? Is there a designated Laser Safety Officer? Is a written manual available? Is training offered?
- 14) Does the institution maintain an inventory of all class IIIb and IV lasers? Are inspections of laser facilities performed?
- 15) Are researchers who work with lasers offered eye exams?
- 16) Does the institution have a non-ionizing radiation safety program for other types of non-ionizing radiation? If so, please describe any other radiation protection activities in place, such as ELF, microwave, etc.

**G. *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?
- 2) Is there a Chemical Hygiene Committee or equivalent that has oversight of campus chemical safety? If so, give the membership, charge of the committee 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)? Does the Chemical Hygiene Officer communicate with laboratory users on a regular basis? Are audits or inspections of programs/activities relative to chemical safety conducted? If so, how frequently and who performs the audits or inspections?
- 4) Does each laboratory or research facility have a site-specific CHP? Do the plans include hazardous waste management, transportation, spills, exposures, and emergency response?
- 5) Does the institutional program comply with RCRA, SARA, and Right-to-Know laws, or the equivalent standards in your country?
- 6) Are employees and students working with hazardous materials provided appropriate personal protective equipment? Describe the PPE program.
- 7) Are employees wearing respiratory protection receiving medical surveillance as required by OSHA or its equivalent in your country?
- 8) Describe your institution's hazardous waste generator status: conditionally exempt, small quantity, large quantity generator.
- 9) Do you operate a RCRA Part B facility?
- 10) Describe the program used for shipping and receiving hazardous materials

**H. 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?
- 3) Is training provided to the local fire department or groups responsible for emergency response?

**I. Emergency Preparedness (5 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? Describe the strategy for drills and tests of specific parts of the plan.
- 3) How is the campus emergency plan communicated to the campus community?
- 4) Describe arrangements for mass communication of emergency information and guidance to the campus community.
- 5) Is the campus National Incident Management System (NIMS) compliant?