



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

Application Requirements and Instructions

1. This award is open to institutions that have three or less EHS professionals on campus.
2. Entries must be received by March 31, or the first business day after if it falls on a weekend.

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

3. Entry materials must *either* 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. **If you wish to submit your entry electronically**, please contact info@cshema.org for instructions on uploading materials.
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/residence halls, etc.
5. 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.
6. Divider pages and tabs (or electronic table of contents) 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. Entry material components should be submitted in at least two three-ring binders. The first binder will contain the certification form, 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 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.
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 to find certain reference material in the entry.
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 can be requested by entrants.
12. References to "OSHA" or "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 from small colleges and universities and are familiar with the uniqueness of these institutions.

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. It:
 - suggests avenues for formalizing policy, and;
 - 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 by:
 - articulating existing procedures and practices,
 - compiling current campus safety information, and
 - providing valuable experience.

Evaluation Schedule: 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 and II – Certification and Notification

All notifications will be made electronically.

Name of institution: _____

Name/Title of person submitting this entry: _____

Email: _____

Telephone: _____

Name of President/Chancellor: _____

Address of President/Chancellor: _____

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

Name/Title: _____

Signature: _____ **Date:** _____

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) How does the institution's safety culture shape the institutional safety policy?
 - a. Does the safety policy include a charge to each member of the community to be responsible for their own safety? (safety culture)
 - b. Are all faculty, staff and students urged to set a personal example of safe practices for other members of the community?
 - c. Is safety included as a part of the employee performance appraisal process?

2. Communication:
 - a) Has the institution designated a person responsible Environmental, Health & Safety Management programs for the institution?
 - a. Include job description of this individual(s)
 - b. Provide an organizational chart for the institution showing the President/CEO and reporting lines down to this/these person(s).
 - b) How are Environmental, Health & Safety programs communicated to the campus community?
 - a. 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.
 - a. Include information on the safety orientation program?
 - d) Is any type of orientation provided for Graduate and/or Undergraduates?
 - a. Include information on the safety orientation program?
 - e) 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? Does the institution have safety committee(s)?
 - a. Have faculty, staff, students and campus organizations been invited to participate and contribute to the safety health and environmental management programs? Provide the membership of the safety committee(s).
 - b. 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. Provide the mission statement or charge document for the committee and any specific objectives of the committee.

b) Is there any organization for safety in departments or research units, such as safety committees or other specific safety activities? *Are there specific institutional committees for research such as IACUC, IBC, animal research, human participants, or other research hazard? If so, what is EHS integrated in the membership of the committee or what is the role of safety in this/these committees?*

4. Funding and Auditing:

a) Have specific funds or a process been established to address EH&S hazards on the campus? *How is safety budgeted at your institution? Is there contingency funding for unexpected events? How are remediation for observed safety deficiencies funded?*

b) Describe any auditing practices the institution has established to evaluate the effectiveness of the EH&S 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 Prevention Program:

a) Show the policy and procedure for reporting of all (employee and student) accidents that include injuries and illnesses

b) Does the policy and/or procedure require an investigation of injuries or illnesses to identify the hazardous condition and recommend the correction of the unsafe act or condition? Does a safety committee, the department involved or administration review accident reports and investigations to assure that deficiencies noted are corrected?

c) How is the campus community encouraged to report incidents and near misses?

d) Does your institution have a Return to Work policy or light duty program? If so, please describe and include your disability management /alternative work program.

e) Please submit the past 3 years of the OSHA 300A form (or the equivalent standard established in your country) where applicable? If you do not have to post, briefly explain.

f) Provide your institution's Injury and Illness Log (OSHA Form 300) or equivalent. Include the period covered by this report (specify if academic, calendar, or fiscal); information for faculty, staff, and student workers; and the number of disabling injuries. Use the formula below to calculate your institution's Incidence Rate.

$$(\text{Number of injuries and illnesses} \times 200,000) / \text{Employee hours worked} = \text{Incidence Rate}$$

Note:

"Injuries and Illnesses" include cases with days away from work, cases with job transfer or restriction, and other recordable cases.

"Employee hours worked" does not include any non-work time even if paid (such as vacation, holidays, sick leave, etc.)

g) When does the President or the head of the institution receive reports on accidents?

- h) What is the institution's Workers' Compensation cost for the past year (Use the same one as the Incident Exposure Record). Include medical and indemnity costs and itemize separately.
- i) What is the institution's Worker's Comp costs for occupational illnesses and diseases? How does this compare with applicable NAICS/SIC data?

B. General Safety (10 Points)

- 1. Submit your General Laboratory Safety Manual.
- 2. What are all of the safety programs for facilities operations?
- 3. Do you have a contractor safety program?
- 4. Describe your Industrial Hygiene Program.
 - a) Does your institution have a program dealing with Indoor Air Quality concerns? If so, please describe.
- 6. How does your institution handle issues of food sanitation?
- 7. Exposure Control Program
 - a) Bio-waste program (health services, sports medicine, etc.)
- 8. What is your process for assuring that new or amended regulatory standards are incorporated into your programs? (Adoption of Hazard Communication 2016, Hexavalent Chromium, etc.)

C. Fire and Life Safety (10 points):

- 1. Does your institution have a designated authority having jurisdiction?
 - a) Do you have a designated life safety officer?
- 2. Are inspections of all buildings conducted to detect fire and/or life safety hazards? At what frequency?
 - a) Does a city, state, or county fire marshal/inspector perform routine inspections of all buildings? If yes, at what frequency?
- 3. Is there a special process at your institution to correct life safety deficiencies?
- 4. Do you have a program for reviewing new construction or renovation plans to assure life safety concerns are met?
- 5. Does the institution have a preventive maintenance program to assure that building fire protection systems are kept in proper operating condition?
 - a) Fire extinguisher inspection program
 - b) Building sprinkler protection
 - c) Emergency light program
 - d) Life requirements as it pertains to storage (under stairs, in storage rooms, or in hallways/walkways)
- 6. Does the institution have a plan for upgrading buildings which comply with older codes?
- 7. Submit the Clery Act fire drill report.
 - a) Do you conduct fire drills in all campus buildings?
 - b) How frequently?

D. Environmental Management (10 Points):

- 1. Does your institution have an Environmental Management System (ISO 14000 or comparable)?
- 2. Do you have an asbestos management program?
 - a) Has an asbestos survey been conducted?
 - i. Submit the executive summary from the survey(s).

- b) Submit your asbestos management program.
- 3. Do you have a lead containing materials (paint, pipes, flashing, etc.) management program?
 - a) Submit your lead management program.
- 4. Do you have a management program for underground and above ground storage tanks?
 - a) Do you have registered tanks?
 - b) Submit your SPCC.
 - c) Submit your SWPPP if required.
- 5. Do you review acquisitions of real estate for environmental concerns prior to purchase (CERCLA)?
- 6. Does your institution have a policy(s) to ensure compliance, when required, for air permits, land disturbance permits, and other environmental permits?
- 7. Does your institution have a program to address compliance with TSCA when creating chemicals?
- 8. How do you comply with the Community-Right –To-know Act?
- 9. Describe your institution's recycling program.

E. Laboratory Biological Safety (5 Points) **

- 1. Do you have a biological safety program?
 - a) Biological Safety Manual
 - i. Describe the program used for shipping and receiving biological materials.
 - b) Biological Safety Officer and/or Committee
 - c) Training program for persons involved in biological materials/hazards
 - d) Inspection Program of biology laboratories
 - e) Program for handling and disposing of infectious waste.

F. Radiological Safety (5 Points)

If your institution does not have a radiation safety program, you can skip this section

- 1. Radiation Safety Program
 - a) Radiation Safety Manual
 - i. Briefly describe the process for controlling purchase, receipt, transport, use and storage of radioactive materials at your institution (do not include any security specific information).
 - b) Radiation Safety Officer and/or Committee
 - c) Training program for persons involved with using radioactive sources and/or x-ray devices.
 - d) Inspection Program of radiation laboratories.
 - i. Inspection report from government inspecting agency.
 - e) Handling program of radioactive waste.
- 2. Non-Ionizing Radiation/Laser Safety Program
 - a) Laser Safety Manual
 - i. Briefly describe the process for controlling purchase, receipt, use and storage of lasers/laser devices at your institution (do not include any security specific information).

- b) Laser Safety Officer and Committee
 - c) Training program for persons involved with using lasers/laser systems
 - d) Inspection Program of laser laboratories.
 - i. Inspection report from government inspecting agency (if applicable).
3. If applicable, describe your safety program for Radio Frequency, Microwaves, or Extremely Low Frequency (ELF) systems.

G. Chemical Safety/Chemical Waste (10 Points)

Briefly describe the institutional chemical hygiene program.

1. Laboratories/Academic
 - a) Who is your chemical hygiene officer (CHO) (or the equivalent in your country)?
 - i. Provide a description of the duties of the CHO.
 - ii. Provide documentation of training and/or certification through the NRCC (National Registry of Certified Chemists).
 - b) Provide your Chemical Hygiene Plan (CHP) or the equivalent in your country.
 - i. Provide your chemical safety training program.
 - ii. Describe how you detect and control chemical hazards through industrial hygiene (IH) methods.
 - iii. Describe your Personal Protective Equipment (PPE) selection and training per your CHP and evidence through IH testing.
 - iv. Provide your audit/inspection program that is described in your CHP.
 - c) Describe any safety program that is inclusive of student clubs/organizations where students use chemicals in a non-laboratory/student employee environment. (optional)
 - d) Does the institutional program comply with RCRA, SARA, and Right-to-Know laws, or the equivalent standards in your country?

H. Emergency Management (10 points) **

1. Does Emergency Management fall under EHS?
2. Does your institution have an Emergency Management Coordinator?
3. What is your Emergency Management Plan?
4. AED Program
 - a) Does your institution have AEDs?
 - b) How many AEDs does your institution have?
 - c) Submit your AED plan.
 - i. Who provides the required training for your AEDs?
 - ii. Describe your inspection program.