



Complete Environmental Health & Safety Program Award

Application Requirements and Instructions

1. 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

2. 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.
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 (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.
6. 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.
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" 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.
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. 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 (30 Points)

1. Policy

- a) Has an institutional safety policy been prepared, and has it been 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) Is information on the safety program incorporated into your institution's student and new employee orientation programs? Who is covered by these programs (faculty, staff, graduate students, and/or undergraduate students)? Does the information provided in the orientation programs include procedures to take in the event of an emergency?
- d) 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 work related 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) 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.

(Number of injuries and illnesses X 200,000) / Employee hours worked = 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.)

- 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 the 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 and/or other applicable regulations? If so, describe the major components of the plan.
- 2) Is there a coordinated plan to comply with OSHA requirements (or other equivalent state/national requirements) in general?
- 3) Have minimum physical job requirements been established for students and employees based on skills and physical capacities needed?
- 4) Are students required to have a medical clearance or evaluation before entering

the institution?

5) 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 fire and life safety inspections conducted of all buildings? At what frequency?
- 2) Is a process in place to assure all identified deficiencies are corrected and/or resolved?
- 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) Does the institution have a policy which requires that all facilities be built, maintained, and operated in accordance with local, state, and/or nationally recognized codes and standards? How does the institution ensure these codes and standards are met?
- 5) How does your institution comply with NFPA 45 or the equivalent in your country?
- 6) What codes and standards are used to address fire and life safety issues at your institution?
- 7) Has a fire marshal or equivalent position with similar duties been designated to manage the fire and life safety program at your institution?
- 8) Does the institution have a preventive maintenance program to assure that building fire protection systems are kept in proper operating condition?
- 9) Is there a plan to bring out-of-code facilities into compliance on some schedule?
- 10) Are automatic fire detection, alarm and suppression systems provided in student residences? In all major campus buildings?
- 11) Are fire drills conducted in all campus buildings? How frequently? Prepare a chart showing the type of building, drill, and frequency.
- 12) Is there a fire safety program for off-campus housing? Residence halls? Describe the components of this program?
- 13) Are residence halls or dormitories inspected for fire safety? At what frequency? Who performs the inspections (give titles)?
- 14) Describe the review and approval process (if any) for proposed uses of open flames, open burns, or pyrotechnics.

D. Environmental Management (15 Points)

- 1) Identify the main components of your institutional Environmental Management program. Address control of air, soil, and water emissions/releases.
- 2) Does your institution have an asbestos management program?
- 3) Does the program include an inventory of all asbestos and potentially asbestos containing materials?
- 4) 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?
- 5) Does your institution have a lead-based paint management program?
- 6) Do you maintain an inventory of lead-based paint sites?
- 7) Do you have a management program for underground and above ground storage tanks? Briefly describe and document.
- 8) Does the storage tank program comply with EPA requirements or equivalent state requirements?
- 9) Do you review acquisitions of real estate for environmental concerns prior to purchase?

- 10) Has your institution completed a Title V application for air emissions as required by EPA? 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, which ones?
- 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.
- 19) Does your institution have jurisdiction for public health on your campus? If so, how does your institution handle issues of food sanitation? Describe the program and document.
- 20) Does the institution have a designated campus sanitarian? Are any inspections conducted by the sanitarian? What sites are inspected and at what frequency? 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) Are recombinant DNA research projects reviewed by safety staff and/or a campus wide committee?
- 4) Does safety 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? 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. Who is the university's Responsible

Official?

F. Radiological Safety (10 Points)

If your institution does not have any radiation sources on campus, skip this section.

- 1) Briefly describe the organization of the radiation safety program, and include the staffing and their education and experience.
- 2) Do you have an ionizing radiation safety program?
- 3) Does the program include radioactive materials and machine- produced radiation, and x-ray devices? Do you maintain an inventory of x-ray devices?
- 4) Has the institution appointed a Radiation Safety Officer and a Radiation Safety Committee (if applicable)?
- 5) To whom do the Radiation Safety Officer and the Radiation Safety Committee Chair report?
- 6) Briefly describe the process for controlling purchase, receipt, transport, use and storage of radioactive materials at your institution.
- 7) Does the institution generate radioactive waste?
- 8) Briefly describe the radioactive waste management program and include description of any decay-in-storage, packaging and processing procedures.
- 9) Is a radiation safety manual published and provided to all users?
- 10) 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.
- 11) Describe the program used for shipping and receiving radioactive material and/or radiation producing devices.
- 12) Is the radiation safety program audited on a regular basis? How frequently? By whom? Internal or external auditors?
- 13) Describe any security enhancement activities your institution has undertaken with respect to the NRC designated sources.
- 14) Does the institution have a Laser safety program? Is there a designated Laser Safety Officer and a Laser Safety Committee? Is a written manual available? Is training offered?
- 15) Does the institution maintain an inventory of all class IIIb and IV lasers? Are inspections of laser facilities performed?
- 16) Are researchers who work with lasers offered eye exams and for class IV lasers, hearing exams?
- 17) 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)

- 1) Briefly describe the institutional chemical hygiene program.
- 2) Does the institution have a published manual/web site which covers chemical safety/hazardous materials management?
- 3) 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.

- 4) 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?
- 5) Does each laboratory or research facility have a site-specific CHP? Do the plans include hazardous waste management, transportation, spills, exposures, and emergency response?
- 6) Does the institutional program comply with RCRA, SARA, and Right-to-Know laws, or the equivalent standards in your country?
- 7) Are employees and students working with hazardous materials provided appropriate personal protective equipment? Describe the PPE program.
- 8) Are employees wearing respiratory protection receiving medical surveillance as required by OSHA or its equivalent in your country?
- 9) Describe your institution's hazardous waste generator status: conditionally exempt, small quantity, or large quantity generator.
- 10) Do you operate a RCRA Part B facility?
- 11) 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?

I. Emergency Preparedness (5 points)

- 1) Describe your emergency plan(s). (Address the overall campus emergency plan, any departmental plans, any building-specific plans, and other strategic planning activities.)
- 2) Do you have a threat and hazard assessment? Describe how this impacts your emergency plan(s).
- 3) Who maintains the campus emergency plan and how is this done?
- 4) Describe how you comply with the Higher Education Opportunity Act of 2008 (HEOA) requirements for testing emergency plans.
- 5) How is the campus emergency plan communicated to the campus community?
- 6) Describe procedures for mass communication of emergency information and guidance to the campus community.
- 7) Is the institution compliant with National Incident Management System (NIMS) requirements for personnel training, incident management, emergency plans, and an all-hazard exercise program?
- 8) Is training provided to the local fire department or groups responsible for emergency response?