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ANNUAL REPORT
(Fiscal Year)
2008-2009
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I. INTRODUCTION

For fiscal year 2008-2009, the Environmental & Safety Services (ESS) department was staffed by Jon Kujat, Coordinator of ESS, Dan Lyons, Environmental Administration, Caren Pankow, Safety Administrator, and Amy Gehring, Administrative Secretary. ESS recently underwent a campus wide reorganization. As a result of the reorganization, ESS has changed its name to Risk Management, Environmental Health & Safety/Emergency Management. In addition, Dr. Jennifer Walton (Manager, Risk Mgmt, Environmental Health & Lab Safety) is now part of the Risk Management, Environmental Health & Safety, as well as Tom Schultz (Biosafety Coordinator) and Jaime Stock (Supervisor of Lab Operations/Chemistry).

This report will focus on the accomplishments of ESS in 2008-2009.

As in the past, ESS continues to deal with environmental and safety issues on campus, whether employee, student, or visitor related. Our goal is to prevent work related injuries by reaching out through safety training, consultations, job safety analyses, etc. In addition, environmental issues such as underground storage tanks and asbestos are addressed on a daily basis. We also strive to be in compliance with regulatory agencies by researching regulations, maintaining material safety data sheet (MSDS) inventory, and keeping up with regulatory reporting, such as S.A.R.A. Title III. We are also responsible for performing small-scale hazardous materials clean up and conducting/reviewing Phase I Environmental Assessments. These various activities will be broken down in the following report. With addition of new staff, ESS’s responsibilities have been broadened to include underground storage tanks, stormwater permitting, air permitting, asbestos, as well as enhanced emergency response.

ESS has continued to enjoy a strong working relationship with internal CMU departments, including but not limited to: University Health Services, Facilities Management, Central Health Improvement Program, Residence Life, Risk Management & Insurance, CMU Police Department, University Counsel, the College of Science & Technology, Herbert H. & Grace A. Dow College of Health Professions and Office of Research and Sponsored Programs. In addition, ESS strives to work with exterior agencies such as the Mount Pleasant Fire Department, Isabella County Hazardous Materials Response Team, Central Michigan District Community Health and Isabella County Emergency Management. Collaborating with these various agencies makes CMU the safest it can be.

II. EMERGENCY COORDINATOR PROGRAM

Now in its third year the Emergency Coordinator program continues to evolve. The Emergency Coordinator serves as a primary liaison between Environmental & Safety Services (ESS), CMU Police, and employees, students and visitors within his/her respective building.

The Emergency Coordinator is the main contact person for the building regarding emergency planning and preparedness. Emergencies may include natural disasters, bomb threats, power failures, medical emergencies, fires, and hazardous material conditions.

The Emergency Coordinator is also the primary communication contact by the university relative to matters affecting emergency action plans in his/her respective building and surrounding the facility.
III. EMERGENCY PREPAREDNESS PLANNING

ESS continues to assist the campus community with emergency preparedness planning by conducting fire drills, presenting tabletop scenarios, and authoring emergency action plans. A total of 43 fire drills were conducted in the following buildings:

- Anspach Hall
- Barnes Hall
- Beddo Hall
- Calkins Hall
- Campbell Hall
- Celani Hall
- Cobb Hall
- Emmons Hall
- Fabiano Hall
- Herrig Hall
- Kesseler Hall
- Kulhavi Hall
- Larzelere Hall
- Merrill Hall
- Mich Special Olympics
- Park Library
- Robinson Hall
- Rowe Hall
- Saxe Hall
- Sweeney Hall
- Trout Hall
- Troutman Hall
- Warriner Hall
- Wheeler Hall
- Wightman Hall

In conjunction with Risk Management & Insurance and Health Services, ESS has worked to reduce the deficiencies noted in the Pandemic Influenza tabletop that was conducted in 2007. In addition ESS has begun to work on a severe weather tabletop exercise for the Crisis Response Team slated to take place in August 2008.

IV. WRITTEN PLANS

There are many written health and safety plans required by federal and state regulatory agencies. ESS authors these plans and updates them on an annual basis. This is done to ensure compliance with any new regulations, and also to keep current with personnel changes within the University, which are listed in the various plans. All of the written plans can be found on the ESS web site at www.ess.cmich.edu. These plans include:

- Bloodborne Pathogen Exposure Control Plans for the following departments:
  - Campus Collection Sites for Bio-Hazardous Waste
  - Central Health Improvement Program (C.H.I.P)
  - College of Science & Technology
  - College of Health Professions
  - CMU Police
  - Facilities Management
  - Residence Life
  - University
- Confined Space Program
- Emergency Action Plans (or Emergency Procedure Manuals) for all CMU staffed buildings in the State of Michigan
- Hazard Communication Program
- Hearing Conservation Program
- Hot Work Program - University
  - Contractor Hot Work Program
- Lockout/Tagout (Energy Control)
  - Facilities Management
  - University
- MIOSHA on Campus Policy
- Office Safety
- Powered Industrial Truck (Forklifts)
- Powered Landscaping Equipment Procedures
- Respiratory Protection Plan
Facilities Management

- Tree Trimming and Removal Procedures

New this year, ESS audited the Confined Space & Hearing Conservation Programs. Campus was surveyed for the presence of new permit required confined spaces. This two month process revealed 73 new spaces. The plan and permit were updated to make it more user friendly. In addition, the Mt. Pleasant Fire Department was contracted to provide rescue service for the University. The Hearing Conservation program was updated with new audiometric surveys of various positions.

V. TRAINING

Training is an on-going focus of the ESS department. Training not only helps to ensure that employees have the knowledge and skills to work safely; it is also one way to ensure regulatory compliance for the University. For the 2008-2009 fiscal year, ESS trained a total of 3170 individuals on campus.

Training modules are updated on an annual basis to assure the information is current. On page 13 is a breakdown depicting the number of employees trained in each subject (July 1, 2008 – June 30, 2009). As mandated by regulations, several of the training modules are repeated annually.

In previous years, ESS has attempted to reach a more diverse audience and provide training for departments who are not specifically required to attend safety training with monthly “open” sessions for some of the more relevant topics, such as Bloodborne Pathogens, Fire Safety and Severe Weather. Training topics this past year included:

- Aerial Lifts (including practicals for all aerial & man lifts)
- Asbestos Awareness
- Asbestos Online Training
- Bloodborne Pathogen
- Cold Stress
- Confined Space Awareness (including attendant, entrant, and supervisor)
- CPR/First Aid/AED Training (including quarterly reviews)
- Electrical Arch-Flash Safety
- Emergency Coordinator Training
- Fall Protection/Ladder Safety
- Fire Extinguisher/Fire Safety
- Fire Extinguisher/Safety Online Training
- Fleet Safety Online Training
- Hazard Communication (Right to Know)
- Haz Mat Training Scenarios
- Hearing Conservation Program
- Landscape Operations
- Lock Out/Tag Out
- New Employee Safety Orientation
- New Employee Online Training
- New Hire/Student/Temporary Employees
- Powered Industrial Trucks
- Personal Protective Equipment
- Respiratory Protection/Fit Test
- Severe Weather
- Severe Weather Online Training
- Underground Walkway Safety Training

The following is a brief summary of the training presented as well as a graphic view of training, by subject, over the previous years.

**Aerial Lifts (including practicals for all aerial and man lifts)**

For fiscal year 2008/2009, ESS has trained 46 employees. ESS, in collaboration with Facilities Management provides training to employees in the operations, hazards, safeguards, and safe practices for aerial lift operation according to MIOSHA Part 58 Aerial Work Platforms. Instruction includes both classroom lecture and practical testing using aerial lift devices owned by CMU. Operator permits are issued by the Safety Administrator and are valid for 3 years.

**Asbestos Awareness**

Asbestos Awareness training is designed to give employees knowledge on how to avoid asbestos exposure. The various types of asbestos are discussed and building materials that may contain asbestos are identified. Explanation is given on when asbestos may present a hazard and when it does not. The health effects of asbestos exposure are also explained. Asbestos awareness training was attended by 127 employees this fiscal year.
Asbestos Online Training

Asbestos Awareness Online addresses the same topics as Asbestos Awareness Training. It is the power point presentation on video and available to employees that have a University issued global identification. Asbestos Awareness Online can be downloaded to any computer that has iTunes by going to www.ess.cmich.edu Training, Online Training, Asbestos Awareness Training, the employee’s global identification is required. From the list of Online training provided the employee selects Asbestos Awareness which is downloaded to their computer terminal. This training is designed to reach a broad audience which include but is not limited to those whose schedules conflict with conventional training dates. Upon completion of viewing the online training presentation, participants are requested to take a short quiz on the material covered in Asbestos Awareness. Participants who score a seventy percent or better receive notice that they “passed”. Their names are recorded as successfully completing Asbestos Awareness Training. Those individuals who do not score seventy percent or better are required to watch the presentation again and re-take the quiz until a passing score is achieved. 24 individuals completed this training.

Bloodborne Pathogen

Since July 1, 2008, 698 individuals have attended Bloodborne Pathogen (BBP) training conducted by ESS. BBP training emphasizes how to prevent exposure how pathogens are transmitted, and identifies the types of bloodborne pathogens and their associated diseases. A discussion of the regulations, current trends, and statistics is included in the training, also.

Depending on the audience, a hand-washing demonstration is sometimes included along with the opportunity for individuals to practice removing gloves without “exposing” themselves to simulated blood.
Cold Stress Training

ESS trained employees on Cold Stress. Cold Stress training covered the effects of temperature on the human body such as frostbite and hypothermia, prevention techniques, and emergency procedures for handling cold stress victims. A total of 95 employees have been trained.

Confined Space Awareness (including attendant, entrant, and supervisor)

This year, ESS trained 88 employees. CMU’s Confined Space Written Plan is discussed and employees acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned while working in confined spaces. Employees are trained to know the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the hazard(s) exposure. Training on the proper use of equipment including hazard detection monitors is also conducted.

CPR/ AED Quarterly Review Certification

ESS provided employees with CPR/AED Certifications. ESS is certified to provide the American Red Cross First Aid, Cardiopulmonary Recitation and External Defibrillator training. This training is not part of CMU sponsored activities, but offered for those individuals wishing to have the certification for personal use. A total of 11 employees are certified.
Emergency Coordinator Training

Two sessions were held to train emergency coordinators. Training was conducted by Jon Kujat, ESS, and Stan Dinius, CMU Chief of Police. Topics were as follows:

- Fire Drills
- Tornado Drills
- Shelter in place Drills
- NOAA Weather Radios
- Building Security Issues
  - Communication Issues
  - Message to Emergency Coordinators and Backups
  - City Watch Phone System
  - Mediated Classrooms
  - Cable TV
- Active Shooter Response
  - Suspicious Person/Activity
  - Building Floor Plans

A total of 35 Emergency Coordinators attended these trainings.

Fall Protection/Ladder Safety Training

This year, ESS has trained 90 individuals. Fall Protection Training is designed to enable employees who may be exposed to fall hazards to recognize the hazards of falling and the procedures to follow in order to minimize these hazards.

Ladder Safety Training employees are trained on the inspection, handling and transporting, and proper use of ladder, both portable and fixed.

Fire Extinguisher/Fire Safety

Since July 1, 2008, 639 employees have attended fire extinguisher training. This training continues to be one of the more popular training sessions, as attendees are given the opportunity to put out a “live” fire. Fire training includes a classroom portion, which includes an overview of the
regulations, some basic fire facts, home safety tips, the anatomy of a fire extinguisher, and the different types of fire extinguishers, and what each type is designed for.

Fire Extinguisher/Safety Online Training

New this year, ESS has trained 4 individuals online. Similar to the standard fire training, ESS has developed a virtual or online training for fire extinguishers. This training teaches users the different classes of fire, proper extinguishing techniques and the different types of extinguishers.

Fleet Safety Online Training

Fleet Safety On-Line Driver training continues to be utilized by the Volunteer Center for training students who have volunteered to drive for various events. 331 individuals completed the on-line training and submitted finished quizzes to ESS.
Hazard Communication (Right to Know)

Hazard Communication (Right to Know) training was conducted for 152 employees and students. Training is conducted on the hazards associated with chemical use, labeling requirements, how to read a Material Safety Data Sheet (MSDS), proper storage, and spill response procedures. Of that number, many were student employees who took advantage of the convenient on-line training module. The on-line module continues to allow both students and departments the flexibility to work around class and work schedules while still providing necessary training.

Haz Mat Training Scenarios

In an effort to maintain the Hazwoper (29 CFR1910.120) Technician Level Certification for ESS staff, ESS has began in-house Haz-Mat Training. Topics include PPE, Spill Scenarios, Resource Recognition and facility tours. A total of 20 employees have been trained to date on haz mat topics.

Hearing Conservation Program

This program is for all employees who are exposed to noise above the action level as regulated by MIOSHA. Done in collaboration with the Carls Center Audiology Clinic, training is conducted annually and includes the purpose and procedure of the audiometric (hearing) testing, effects of noise, purpose, advantages and disadvantages of various types of ear protection, as well as proper placement of ear protection. This year, 130 individuals were trained.
Landscape Operations

ESS, in collaboration with Landscape Operations trained 21 employees on chainsaw safety. Discussion included the proper use of chainsaw operation and proper personal protective equipment. This is done by the Landscape Operation Supervisor with ESS guidance on regulatory compliance.

Lock out/Tagout

This fiscal year 1 employee from Facilities Management received Lockout/Tagout training. Employees are trained in what lockout/tagout is in the hazards associated with the various types of energy, the proper use of locks and tags, the proper sequence of equipment lockout, the lockout/tagout regulations, group lockout and removal of lockout/tagout devices.
New Employee Safety Orientation

New Employee Safety Orientation training was attended by 27 new employees this fiscal year. This training includes an overview of several safety topics, including bloodborne pathogens, hazard communication, fire safety and emergency plans.

![Chart showing attendance of New Employee Safety Orientation from FY04-05 to FY08-09]

New Employee Online Training

Similar to the standard New Employee Training, an on-line version was developed to allow employees greater flexibility to attend the training. Topics discussed include: Bloodborne Pathogens, Hazard Communication (Right to Know), Fire Extinguisher/Fire Safety and Emergency Procedures. 15 employees took advantage of this training.
New Hire/Student/Temporary Employees

The New Hire/Student/Temporary Employee training was developed at the request of the Joint Health & Safety Committee (JHSC). The JHSC felt that student employees and temporary employees were not receiving adequate safety training prior to their assignments. As a result, ESS developed and conducted full day training sessions covering fire safety, hazard communication, personal protective equipment, ergonomics, workers’ compensation, lock out/tag out, severe weather and asbestos awareness. A total of 189 New Hire/Student/Temporary Employees attended these sessions.

![Bar Chart]

Powering Industrial Trucks

ESS conducted Powered Industrial Truck and Aerial Lift training for 4 employees in April of 2009. Training consists of a combination of formal instruction (lecture, discussion, etc.), practical training and testing of the operator’s performance of PIT vehicles. Upon successful completion of all components of the training, employees are issued Operator Permits which are valid for three years.

Personal Protective Equipment

Employees who are required to use PPE receive training on the limitations of PPE, when and what type(s) of PPE is necessary for a given task, how to properly put on and remove PPE, and the proper care, maintenance, and disposal of PPE. This year, ESS has trained 130 employees.
Respiratory Protection/Fit Test

During fiscal year 08/09, ESS trained 33 Facilities Management employees on respiratory protection. Annual training is a requirement for employees who are required to wear respiratory protection during the course of their job. Included in this training is an overview of the regulations and identification of the various types of respiratory protection. Proper storage of the respirator and cartridges is also discussed.

Employees are required to have a physical and pass a Pulmonary Function Test prior to wearing a respirator. Once these steps have been accomplished and training has taken place, they receive fitting instructions and demonstrations on how the respirator should be worn. During fit testing, using irritant smoke, each employee is taken through a series of exercises while wearing their respirators to assure a good face seal, and also to assure the employee is familiar with adjusting the respirator on his/her own.

Severe Weather Training

Severe Weather training was attended by 224 individuals this past year. This training generally takes place in the spring when the likelihood of severe weather increases. Weather conditions such as lightning, flooding, tornados and heavy rain are discussed. Employees and/or student attendees are trained in recognizing conditions that could lead to severe weather situations, what to look for in a shelter area, what to avoid in a shelter area, as well as the importance of seeking shelter during a storm. Shelter locations on campus are also identified.
Severe Weather Online Training

Similar to the standard Severe Weather training, a virtual or on-line training was created to give employees more flexibility to attend this training. Tornadoes, heavy rain and flooding are discussed during this training. A total of 13 employees took advantage of this training.

Underground Walkway Safety Training

New this year, ESS trained a total 23 individuals this year. Employees were trained on the hazards of working in underground walkways as well as the various regulations that may be involved. This session was conducted by MIOSHA Consultation, Education, and Training Specialist (CET), Bob Carrier.
VI. ACCIDENT/PROPERTY DAMAGE INVESTIGATIONS

ESS reviews all employee accident reports. Since July 1, 2008, approximately 213 employee accident reports have been submitted to our office which is up from last year’s report by 32. Reports are monitored for possible safety issues that may be present, and also to identify potential trends. If deemed necessary, investigative action is taken. When appropriate, ESS follows up with supervisors to assure the proper personal protective equipment (PPE) is available and being used.
This year, Facilities Management employees accounted for approximately 56% of the accidents reported, followed closely by Dining Services with 43%. This is to be expected, due to the nature of the work performed by these departments. Contusions were 29% and Sprains/Stains were 24%, accounting for 53% of the incidents reported. This was followed by other 20% (bee stings, inhalation, allergic reaction, and cumulative trauma), lacerations 15% and burns 8%.

ESS also conducts investigations into student/visitor incidents/accidents on campus. This includes, but is not limited to collecting information through photographs, interviewing witnesses and, if possible, the injured. If it appears there is a safety hazard present, appropriate actions are taken to correct the hazard.

This fiscal year, we followed up on 19 separate incidents/accidents involving students, employees, and visitors.

**ACCIDENTS/INCIDENTS REVIEWED**

![Bar graph showing the number of accidents by year from FY 2000 to FY 2009. The data include Abrasion, Contusions, Foreign Object, Laceration, Sprain/Strain, Burns, and Other. The graph shows a peak in the number of accidents in FY 2006.]

**INJURIES BY TYPE**

- Abrasion: 3%
- Contusions: 29%
- Burns: 8%
- Other: 20%
- Laceration: 15%
- Sprain/Strain: 24%
- Foreign Object: 1%
VII. CONCERNS/COMPLAINTS INVESTIGATIONS

All staff members, faculty members, students and visitors to campus are encouraged to bring any safety concerns to the attention of ESS. All concerns are investigated by ESS or passed on to the appropriate person(s) department for remediation.

A. Indoor Air Quality

Indoor Air Quality remains one of the main areas of concern that is reported to ESS. Examples of some of the air quality assessments conducted this past year include:

- South Success Center
- Foust
- Warriner
- Wheeler
- Anspach
- Wightman
- Thorpe

In addition to the above investigations, ESS was called out on numerous occasions to investigate strange “odors” in buildings.

B. Safety Concerns

This year, ESS investigated 19 concerns. These concerns ranged from slip, trip & fall hazards to moldy building materials, as well as asbestos and lead concerns. Examples of safety concerns conducted this year include the following buildings.

- Bush
- Anpsach
- Cobb
- Celani
- Emmons
- Fabiano
- Herrig
- IAC
- Moore Hall
- Northwest Apartments
- Pearce
- Saxe
- University Events
- Warriner
- Washington Apartments Bldg O, P, R, & Q
- Grawn
- Brooks
- Dow
- Powers
VIII. PLAYGROUND INSPECTIONS

ESS has continued to conduct playground inspections twice a year. Inspections are done to assure a safe play environment for children who live and play on campus. Items looked for in an inspection may include loose or raised bolts, missing protective coverings on bolt heads, sharp edges on play equipment, damaged play equipment, placement of equipment in relationship to trees, structures etc. If an area of concern is found, a picture is taken and submitted with a work order, and a full report is issued to Landscape Operations, Risk Management & Insurance and Residence Life.

IX. MATERIAL SAFETY DATA SHEET (MSDS) MANAGEMENT

ESS continues to maintain MSDS for all hazardous products used on campus. A database is kept of all products and the departments that house the chemicals.

X. HAZARDOUS MATERIAL SPILLS

One hazardous material spill occurred in Dow this past fiscal year.

XI. MOTORIZED UTILITY VEHICLES

ESS authored a Motorized Utility Vehicle Policy in 2008. It is in the drafting phase as of this report.

XII. SAFETY COMMITTEES

ESS continues to be involved in two safety committees for the University; the Campus Environmental, Health and Safety Committee (CEHSC), and the Joint Health and Safety Committee (JHSC). These committees meet throughout the year to address safety concerns on campus.

XIII. WEB PAGE

For 2008/2009 ESS continued to provide updated content for the web page (www.ess.cmich.edu) maintained by Financial Information Systems. This continues to be a valuable tool to campus for many years. Many items on the web page have proven to be very helpful to the web page user. A partial listing of items on the web page is provided below.

- Fire Safety Page
- Tornado Safety
- University Written Health & Safety Plans
- Training Descriptions and Schedule
- Video Library
- Committee Minutes and Members
- Floor Plans, with Designated Tornado Shelters
- MSDS Links
- Annual Reports
- Hazardous Waste Submission Form
- CHIP Ergonomics Services
- Various Forms and Checklists
- Monthly Newsletters

XIV. FIRE SUPPRESSION AND NOTIFICATION INSPECTIONS

Fire alarm testing took place for Residence Halls in August, 2008, December, 2008 and May, 2009. State buildings on campus had fire alarms tested in August 2008. ESS is responsible for scheduling testing dates and coordinating them with building coordinators, and assisting Facilities Management Electricians in the fire alarm testing.

Twice per year, ESS conducts these inspections for 27 connection units on 25 buildings. In addition to ensuring fire department accessibility, all components are inspected for deficiencies and work orders for repair/replacement are submitted to Facilities Management as necessary.

XV. SAFETY HOTLINE

As part of our effort to reach out to the campus community, ESS continues to monitor the SAFETY HOTLINE which was developed three years ago as a way for individuals to bring safety concerns to our attention. The Hotline can be reached by dialing 8080 from any on-campus phone. Individuals may remain anonymous if they wish, but are asked to leave a detailed description of their concern. Each concern is documented and all are investigated.

XVI. REGULATORY INSPECTIONS

In June, the MDEQ conducted a records investigation of the Underground Storage Tank (UST) located at Beaver Island. A report was generated by the MDEQ noting deficiencies that were addressed immediately and as a result no citations were issued.

XVII. GOALS for 2009–2010

Goals for 2009-2010 have not been determined as of this writing.

XVIII. EXECUTIVE SUMMARY

Environmental & Safety Services, now in its ninth year, continues to strive to make CMU the safest it can be. Some of the highlights for fiscal year 2008-2009 include:

- 3170 individuals trained on 26 separate topics.
- 213 employee accident reports were reviewed.
- 7 indoor air quality investigations were completed.