

1. Purpose

This document describes how Kennesaw State University (KSU or the University) monitors and measures the performance of the Environmental and Occupational Safety (EOS) operations, including evaluating the Environmental and Occupational Safety Management System (EOSMS).

2. Scope

This procedure applies to objectives and targets that have been identified in various EOS plans.

3. Responsibilities

A. Academic Departments and Administrative Units

Responsibilities of the academic departments and administrative units include the following:

- Creating an EOS Plan as needed to ensure compliance with KSU Policy.
- Monitoring progress against the objectives and targets of the EOS Plan.
- Participating in the monitoring and measuring of the overall EOS Plan.
- Submitting monitoring and measuring data to the Environmental Health and Safety (EHS) Department.

B. The Environmental Safety and Health Department

Responsibilities of the EHS Department include the following:

- Developing procedures to monitor and measure activities related to University EOS plans.
- Communicating, monitoring, and measuring reports to internal stakeholders, including the University Safety Council (USC) and senior management during annual review meetings.
- Assisting academic departments and administrative units with developing, monitoring and measuring plans.
- Calibrating and maintaining equipment used for monitoring.

4. Procedure

The EHS Department develops an operation plan based on EOS objectives and targets. Performance indicators are assigned to each associated objective to monitor performance relative to each objective.

The EHS Department assists with developing plans to conduct monitoring and measuring. Monitoring and measuring planning involve a mix of methods, including workplace inspections, exposure assessments, injury and illness tracking, environmental monitoring, and other methods.

If new projects arise or existing activities change, the affected academic department or administrative unit will review the projects and activities to determine if new monitoring and measuring requirements are needed. If so, the EHS Department is notified and will adjust performance indicators as appropriate.

5. Program Review

The EHS Department reviews this procedure in accordance with the Environmental Health and Safety Documents and Records Management (EOSMS-110).