

Environmental Health and Safety-Emergency Preparedness Office

Prepared by: Chelsea Eddington

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Approved by: Kevin Martin

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Northwestern State University Mission

Northwestern State University is a responsive, student-oriented institution committed to acquiring, creating, and disseminating knowledge through innovative teaching, research, and service. With its certificate, undergraduate, and graduate programs, Northwestern State University prepares its increasingly diverse student population to contribute to an inclusive global community with a steadfast dedication to improving our region, state, and nation.

University Affairs Mission

University Affairs is a diverse group of innovative and talented professionals who provide quality facilities, maintenance and management services in support of education and research at Northwestern State University. We are committed to being fully responsive to the needs of faculty, students, staff and the public, who are our customers. The division of University Affairs strives to cooperate with all campus constituents to provide a functional, safe, and efficient facilities operation for the University.

Environmental Health & Safety-Emergency Preparedness Mission:

The Environmental Health and Safety-Emergency Preparedness Office is responsible for administering the campus safety, health, and environmental programs; Risk Management, responsible for the administration of the University's insurance program and coordination of insurance programs for NSU campuses; EHS-EP is also responsible for administering the campus Emergency Preparedness Program, and the Continuity of Operations Programs for Northwestern State University. The Environmental Health and Safety-Emergency Preparedness Office is a division of the Facilities and Plant Operations, and therefore goals and outcomes as well as approvals come from that office. The mission of Environmental Health and Safety-Emergency Preparedness Office at Northwestern State University (NSU) is to protect people, property, the environment, financial assets, and other University resources in support of the University's teaching, outreach, research, and student services.

Service Outcomes:

SO1. Increase awareness and education on safety campus-wide.

Safety and risk management awareness is crucial for students, faculty and staff. Participation by all University employees via quarterly safety meetings will facilitate safety awareness. Topics covered in quarterly safety meetings address facility safety issues, weather hazards, and personal safety, as well as risk management issues that protect employees and the University. Safety and risk management awareness will directly impact worker's compensation claims, general liability claims and property claims, which could lead to a reduction in insurance premiums. Providing a safe environment for students, faculty, staff, and visitors is part of the EHS-EP mission.

Measure 1.1:

Participation in Quarterly Safety Meetings by all departments will show that employees are being educated on safety and risk management issues. Target: Quarterly safety meetings have 100% participation by all employees in all departments.

Findings: Target not met.

Analysis: In 2024-2025, the target was not met. Based on the analysis of the 2024-2025 results, in 2025 – 2026, even though the EHS Office sent multiple reminders, the University still did not achieve 100% participation and acknowledgement through read receipts.

Decision: In 2025-2026, the target was not met. Based on the analysis of the 2025-2026 results, EHS will continue to implement the following changes in 2026-2027 to drive the cycle of improvement. EHS will send multiple reminder emails to those individuals who have not sent their read receipt/reply. EHS will send an email to the supervisor if Safety Meeting information is not turned in by the due date.

Measure 1.2:

Safety Rules accountability is required by the Office of Risk Management at 100% for each annual safety audit/compliance review. Safety Rules are distributed each year via Quarterly Safety Meetings.

Findings: Target met.

Analysis: In 2024 – 2025, the target was met. Based on the analysis of the 2024 -2025 results, in 2025 -2026, EHS has included the Safety Rules in the Quarterly Safety Meetings.

Decision: In 2025-2026, the target was met. Based on the analysis of the 2025-2026 results, EHS will implement the following changes in 2026-2027 to drive the cycle of improvement. EHS will continue to send reminder emails to those departments who do not have 100%. EHS will send an email to the supervisor if Safety Meeting information is not turned in by the due date.

SO 2: Increase Reporting of Hazards by making instructions available.

EHS-EP will improve hazard or safety issue reporting by faculty and staff through education of the various ways to report these issues. Fewer hazards mean less accidents. EHS-EP works to provide a safer environment on all campuses for students, faculty, staff and visitors. Education of employees to report hazards via University Police, the Work Control Center, by phone or e-mail, and through the online Work Order System. Reporting by one of these methods will ensure that the hazard is documented.

Measure 2.1:

Work Order Procedures have been developed for faculty and staff to know the correct procedures to follow when encountering a safety issue or hazard. The procedures include emergency issues, routine maintenance, and project requests. The Work Order Procedures are distributed by the EHS-EP Office during the 3rd Quarter of each year. Each faculty and staff employee must sign the safety meeting sign-in sheet indicating that they have received this information. The objective is to have 100% compliance by all departments with the safety meetings related to Work Order Procedures. This data is recorded on a Safety Meeting spreadsheet for accountability.

Findings: Target met.

Analysis: In 2024 – 2025 the target was met. Based on the analysis of 2024-2025, in 2025 – 2026, the EHS administration moved forward by keeping this measure in our assessment. This safety topic is not mandatory per ORM, however it is important for faculty and staff to know the procedures.

Decision: In 2025-2026, the target was met. Based on the analysis of the 2025-2026 results, EHS will implement the following changes in 2026-2027 to drive the cycle of improvement. The EHS administration will create a spreadsheet for Safety Meeting topics based on each quarter and will follow this spreadsheet to know what information needs to be given.

Measure 2.2:

Fewer hazards result in fewer accidents, which in turn results in a reduction in workers compensation and general liability claims. A reduction in claims means a reduction in premiums. EHS-EP Office is responsible for reporting all types of insurance claims to the Office of Risk Management and therefore will use that data to calculate if claims are increasing or decreasing by the number and type of claim filed. Increased safety and risk management awareness will result in less accidents, fewer injuries, less property damage and lower insurance premiums. The target is that 100% of all reported accidents are reported to the Office of Risk Management and that there is a decrease from the previous year.

Findings: Target Met

Analysis: In 2024– 2025 the target was met. Based on the analysis of 2024-2025 results, in 2025 - 2026, the EHS administration received multiple police reports, and emails/phone calls from various employees, and we reported everything that was reported to us. The administration reported 100% of all reported accidents to the Office of Risk Management.

Decision: In 2025-2026, the target was met. Based on the analysis of the 2025-2026 results, EHS will implement the following changes in 2026-2027 to drive the cycle of improvement. EHS will continue to report everything that is reported to the EHS office.

SO 3: Pass the Office of Risk Management's Annual Safety Audit.

EHS-EP will pass the Office of Risk Management Safety Audit, which is conducted by Loss Prevention Officers from Sedgwick Claims Management Services, Inc. EHS-EP manages a safety program that is designed to comply with the comprehensive Loss Prevention Program that is required by the Louisiana Office of Risk Management. EHS-EP manages the program but participation, cooperation and compliance from all departments on campus is required in order to pass the audit/compliance review. Each department is responsible for fulfilling their role. EHS compiles records from University departments, along with EHS records to present to the auditor. Annual compliance reviews are conducted for two consecutive years, followed by a Full Compliance Audit during the third year.

Measure 3.1:

EHS-EP will use self-assessments, distributed to responsible departments to monitor the comprehensive Loss Prevention Plan for the University. The Loss Prevention Program includes General Safety, Driver Safety, Bonds, Crimes & Property, Equipment Management, and Water Vessel Safety Program. Departmental cooperation and responsibility will present the University with a passing rate exceeding 90% for the annual safety audit/compliance review.

Findings: Target not met.

Analysis: In 2024 – 2025 the target was met. Based on analysis of 2024 – 2025, in 2025 – 2026, the EHS administration has created an updated file system and has implemented new technology measures to keep accurate records for the annual audit/compliance review. The EHS administration is actively training to be ORM compliant. Although the University received a passing score of 77.4%, the result did not meet the department's internal performance target of 90%.

Decision: In 2025-2026, the target was not met. Based on the analysis of the 2025-2026 results, EHS will implement the following changes in 2026-2027 to drive the cycle of improvement. EHS will continue to work throughout the year, to ensure that all ORM guidelines are being followed, and accurate records are being kept.

Assessment Cycle 2025-2026

Measure 3.2: Minimize Driving accidents by employees driving on state business. This will be accomplished by following the requirements of the Loss Prevention Program and requiring all employees that drive on University business to take an online Defensive Driver Course prior to operating a motor vehicle on state business, to take a refresher course every 3 year or after conviction of a moving violation, and the loss of driver authorization if the employee becomes a high-risk driver. Target is that the University is 100% compliant with the Driver Safety Program each year.

Findings: Target met.

Analysis: In 2024 – 2025 the target was met. Based on the analysis of 2024-2025, in 2025 – 2026, we utilized Excel spreadsheets to track expiration dates on Defensive Driving Certifications, as well as annual driving records. Notifications were sent to employees via email if any required documents are currently missing or have expired. New employees were notified that to qualify to drive for the university, they must complete the Defensive Driving course through LEO, and sign the DA2054 for Louisiana driving records, or provide an official driving record if they are from out-of-state. Upon completion of file review and updates by the new administration, the Authorized Driver's List was updated bi-weekly on the EHS website. The Authorized Drivers List is readily accessible to employees through the EHS website.

Decision: In 2025-2026, the target was met. Based on the analysis of the 2025-2026 results, EHS will implement the following changes in 2026-2027 to drive the cycle of improvement. EHS will continue to check driving records annually, based on the spreadsheet that was created. EHS will also send new hires information on becoming an authorized driver.

Comprehensive summary of key evidence based of analysis of results.

SO	Measure	Key Evidence
1	1.1	EHS sent reminders to departments about required sign in sheets.
1	1.2	EHS sent Safety Rules in the Quarterly Safety Meeting once a year.
2	2.1	EHS sent Work Order procedures in the Quarterly Safety Meeting once a year.
2	2.2	EHS reported all accidents that are reported to our office.
3	3.1	EHS prepared for the annual audit daily with our paperwork and reporting.
3	3.2	EHS abided by the Drivers Safety Program and runs ODRs annually.

Assessment Cycle 2025-2026

Progressive plan of action moving forward.

SO	Measure	Plan
1	1.1	EHS will contact department admins and department heads to ensure we receive read receipts.
1	1.2	EHS will ensure that we receive 100% of the read receipts and send the information in the previous quarter, to ensure we have 100% by the time the assessment is due.
2	2.1	EHS will send Safety Rules in the Quarterly Safety Meeting once a year, and send in the previous quarter, to ensure that we have 100% by the time the assessment is due.
2	2.2	EHS will work together with University Police to make sure that we receive all police reports to ensure we report all accidents in a timely manner.
3	3.1	EHS will work together with all departments in various areas, to ensure we receive a passing score on the audit.
3	3.2	EHS will abide by the Drivers Safety Program.

EHS-EP works collaboratively with Facilities & Plant Operations, University Police, Human Resources, and departmental leadership to support campus-wide safety and compliance initiatives.