

1. Purpose

This document describes how Kennesaw State University's (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:

- i. Creating an EOS plan as needed to ensure compliance with KSU Policy.
- ii. Monitoring progress against the objectives and targets of the Unit's EOS management plan.
- iii. Participating in the monitoring and measuring of the overall EOS plan, when requested.
- iv. Submit monitoring and measuring data to the EHS department when required.

B. The EHS department:

- i. Developing procedures to monitor and measure activities related to University EOS plans.
- ii. Communicating monitoring and measuring report to both internal stakeholders.
- iii. Assisting academic departments and administrative units with developing monitoring and measuring plans for the units.

4. Procedure

- A. The EHS Department develops an operation plan, specifying implementation details of the EOS plan based on objectives and targets.
- B. Performance indicators are assigned to each associated objective to monitor performance relative to each objective.

- C. The EHS department assists with developing plans to conduct the monitoring and measuring including developing procedures and tools. Monitoring and measuring plans involves a mix of methods, including: workplace inspections; exposure assessments; injury and illness tracking; environmental monitoring and other methods.
- D. If new projects arise or existing activities change, the affected Department will review the projects and activities to determine if new monitoring and measuring requirements are needed and notifies the EHS Department which adjusts performance indicators as appropriate.
- E. Equipment used for monitoring environmental health and safety impacts is to be properly calibrated and maintained by the affected department.
- F. The EHS Department compiles monitoring and performances data and provides updates to the University Safety Council and senior management during annual review meetings.

5. Program Review

- i. At least annually, The EHS Department reviews this procedure in accordance with Procedure for Documents and Record Management (EOSMS-110).