

# PA 14: Workplace Health and Safety

**2 points available**

## A. Credit Rationale

This credit recognizes institutions that help ensure the health and safety of their employees. Institutions that reduce workplace injuries and occupational disease cases help ensure that all employees have a safe working environment.

## B. Criteria

### Part 1

Institution has reduced its total number of recordable workplace injuries and occupational disease cases per [full-time equivalent](#) (FTE) employee compared to a baseline.

### Part 2

Institution has fewer than 6 recordable workplace injuries and occupational disease cases annually per 100 full-time equivalent (FTE) employees.

This credit includes employees of contractors working on-site for whom the institution is liable for workplace safety, for example workers for whom the institution is mandated to report injuries and disease cases by a health and safety authority such as the U.S. Occupational Health and Safety Administration (OSHA) or the Canadian Center for Occupational Health and Safety (CCOHS). Injuries and disease cases include OSHA/CCOHS-recordable fatal and non-fatal injuries (or the equivalent) arising out of or in the course of work and cases of diseases arising from a work-related injury or the work situation or activity (e.g., exposure to harmful chemicals, stress, ergonomic issues). See F. Measurement, below, for further guidance on reporting injuries and disease cases.

## C. Applicability

This credit applies to all institutions.

## D. Scoring

Each part is scored independently.

### Part 1

Institutions earn the maximum of 1 point available for Part 1 for having no recordable workplace injuries and occupational disease cases in the performance year. Incremental points are awarded based on the reduction achieved from a baseline. For example, an institution that reduced its total number of recordable workplace injuries and occupational disease cases per full-time equivalent (FTE) employee by 50 percent compared to a baseline would earn 0.5 points (half of the points available for Part 1).

STARS awards only positive points; points will not be deducted if the total number of recordable workplace injuries and occupational disease cases per FTE employee increased rather than decreased during the time period.

Points earned are calculated according to the formula below. Please note that users do not have to calculate the number of points earned themselves; points earned will be calculated automatically when the data listed under E. Reporting Fields is entered in the online Reporting Tool.

$$\text{Points Earned} = 1 \times \{ [(A/B) - (C/D)] / (A/B) \}$$

A = Number of recordable workplace injuries and occupational disease cases, baseline year

B = Full-time equivalent of employees, baseline year

C = Number of recordable workplace injuries and occupational disease cases, performance year

D = Full-time equivalent of employees, performance year

## Part 2

Institutions earn the maximum of 1 point available for Part 2 for having no recordable workplace injuries and occupational disease cases in the performance year. Incremental points are awarded based on the institution's performance between the [minimum performance threshold](#) of 6 recordable workplace injuries and occupational disease cases per 100 FTE employees and the performance target of 0 recordable injuries and disease cases. For example, an institution that had 3 recordable workplace injuries and occupational disease cases per 100 FTE employees in the performance year would earn 0.5 points (half of the points available for Part 2).

Points earned for Part 2 are calculated according to the formula below. Please note that users do not have to calculate the number of points earned themselves; points earned will be calculated automatically when the data listed under E. Reporting Fields is entered in the online Reporting Tool.

$$\text{Points Earned} = 1 \times \{ [0.06 - (A / B)] / 0.06 \}$$

A = Number of recordable workplace injuries and occupational disease cases, performance year

B = Full-time equivalent of employees, performance year

## E. Reporting Fields

### Required

- ☐ Number of recordable workplace injuries and occupational disease cases, performance year
- ☐ Number of recordable workplace injuries and occupational disease cases, baseline year
- ☐ Full-time equivalent of employees, performance year
- ☐ Full-time equivalent of employees, baseline year
- ☐ Start date, performance year or 3-year period
- ☐ End date, performance year or 3-year period
- ☐ Start date, baseline year or 3-year period
- ☐ End date, baseline year or 3-year period

*If end date of the baseline year/period is 2004 or earlier, provide:*

- A brief description of when and why the workplace health and safety baseline was adopted (e.g., in sustainability plans and policies or in the context of other reporting obligations)

### Optional

- A brief description of the institution's workplace health and safety initiatives, including how workers are engaged in monitoring and advising on health and safety programs
- The website URL where information about the programs or initiatives is available
- Additional documentation to support the submission (upload)
- Data source(s) and notes about the submission
- Contact information for a responsible party (a staff member, faculty member, or administrator who can respond to questions regarding the data once it is submitted and available to the public)

## F. Measurement

### Timeframe

#### *Performance Year*

Report the most recent data available from within the three years prior to the anticipated date of submission. Institutions may use the most recent single year for which data is available or an average from throughout the period. Institutions may choose the annual start and end dates that work best with the data they have (e.g., fiscal or calendar year), as long as data are reported from a consecutive 12-month (or 3-year) period.

Report FTE employees from the same time period as that from which workplace health and safety data are drawn (e.g., the consecutive 12-month or 3-year period that most closely overlaps with the injuries and disease cases performance period).

#### *Baseline Year*

Report data from the baseline year, which may be:

- Any year from 2005 to the present
- A baseline year, 1990 to 2004, that the institution has adopted as part of its sustainability plans or policies or in the context of other reporting obligations

Recommended best practices for defining a baseline include:

- Using the average of three consecutive years to reduce the impact of outliers
- Ensuring that baseline and performance year data are valid and reliable (e.g., that the data were gathered in the same manner)

Institutions without valid and reliable historical data should use performance year data for both the baseline and performance year. Following this approach, an institution would not be able to claim points for reductions during its first STARS submission, but would be able to use its newly established baseline for subsequent submissions.

Institutions may choose the start and end dates that work best with the data they have (e.g., fiscal or calendar year), as long as data are reported from a consecutive 12-month (or 3-year) period. Report FTE employees from the same period as that from which workplace health and safety data are drawn (e.g., the

consecutive 12-month or 3-year period that most closely overlaps with the injuries and disease cases baseline period).

## Sampling and Data Standards

U.S. and Canadian institutions should report the total number of fatal and non-fatal injuries and occupational disease cases as reported to the [Occupational Health and Safety Administration](#) (OSHA) and the Canadian [Center for Occupational Health and Safety](#) (CCOHS), respectively. Other institutions should report data as generally required by the health and safety authority with jurisdiction over the institution. Minor (first-aid level) injuries should be excluded to the extent feasible.

## G. Standards and Terms

### Full-time equivalent

Consistent with [Eurostat](#), full-time equivalent (FTE) is defined as follows:

A full-time equivalent, sometimes abbreviated as FTE, is a unit to measure employed persons or students in a way that makes them comparable although they may work or study a different number of hours per week.

An institution should report its best estimates for FTE figures, annualized as feasible and calculated according to relevant national, regional or international standards. IPEDS, for example, calculates the number of FTE staff by summing the total number of full-time staff and adding one-third of the total number of part-time staff.

### Minimum performance threshold

Minimum performance thresholds are benchmarks against which campus performance may be assessed for scoring purposes. The thresholds used in this version of STARS were calculated at the first decile for institutions reporting under STARS 2.0 as of July 31, 2015 and rounded to the nearest hundredth. In other words, 90 percent of institutions rated under STARS 2.0 before July 31, 2015 performed better than the minimum threshold. Extreme outliers were excluded from the calculations.

### Scoring Example: Workplace Health and Safety

The following data describe Example University:

#### Part 1

- A. Number of recordable workplace injuries and occupational disease cases, baseline year = 15
- B. Full-time equivalent of employees, baseline year = 1,200
- C. Number of recordable workplace injuries and occupational disease cases, performance year = 9
- D. Full-time equivalent of employees, performance year (FTE) = 1,250

$$\begin{aligned}\text{Points earned} &= 1 \times \{ [(A/B) - (C/D)] / (A/B) \} \\ &= 1 \times \{ [(15/1,200) - (9/1,250)] / (15/1,200) \} \\ &= 1 \times \{ [0.0125 - 0.0072] / 0.0125 \} \\ &= 1 \times \{ 0.0053 / 0.0125 \}\end{aligned}$$

$$\begin{aligned} &= 1 \times 0.424 \\ &= 0.42 \text{ points} \end{aligned}$$

## Part 2

A. Number of recordable workplace injuries and occupational disease cases, performance year = 9

B. Full-time equivalent of employees, performance year = 1,250

$$\begin{aligned} \text{Points earned} &= 1 \times \{ [ 0.06 - (A / B) ] / 0.06 \} \\ &= 1 \times \{ [ 0.06 - 9 / 1,250 ] / 0.06 \} \\ &= 1 \times \{ [ 0.06 - (.0072) ] / 0.06 \} \\ &= 1 \times \{ 0.0528 / 0.06 \} \\ &= 0.88 \text{ points} \end{aligned}$$

$$\begin{aligned} \text{Total Points Earned} &= 0.42 + 0.88 \\ &= 1.3 \text{ points} \end{aligned}$$