ENVIRONMENTAL HEALTH AND SAFETY

MISSION STATEMENT

Environmental Health and Safety mission is to support the university’s teaching, research, and service to the community by providing safety, health and environmental management services to our customers in a responsive and cost effective manner.

Values

We, at EH&S will strive to:

- act with integrity
- focus on customer needs
- strive for continuous improvement
- use innovation and changing technology
- are accountable
- value our co-workers
- operate effectively and efficiently
- acknowledge mistakes and learn
- value and respect our diversity
- make decisions based on facts
- take pride in the job we do
- communicate directly and honestly

VISION STATEMENT

- The campus community will seek out EH&S for assistance in achieving their goals.
- TTU will be a healthy, safe and environmentally sound community.
- EH&S will be partners with their customers and work to exceed their expectations.
- Safety, health and environmental protection will be integrated into the TTU culture.
• EH&S will seek continuous quality improvement

GOALS, CRITICAL SUCCESS FACTORS, and OBJECTIVES

Goal 1. Achieve increased efficiency through the use of technology.

Critical Success Factors:

• Decrease required manhours through automation.
• Improve survey/inspection documentation management.
• Reduce time between field work and memo distribution.

Objectives:

Objective 1.1 Reduce manhours required to conduct surveys and inspections.

Strategy:

• Automate survey and inspection procedures and documentation.

Assessment:

• Number of survey and inspection types automated.

Objective 1.2 Make customer interface documents available on line.

Strategy:

• Develop online forms, customer reports, etc., as online documents.

Assessment:

• Number of on line customer interface documents available.

Objective 1.3 Reduce time from field work to memo distribution.

Strategies:

• Log number of days from field work to memo distribution.

Assessment:
• Evaluate time frame of concern for reduction.
Goal 2. To achieve and maintain high rate of regulatory compliance.

Critical Success Factors:

- Receive no major violations from external regulatory body inspections.
- Strive for compliance in internal initial and follow-up survey/inspections.

Objectives:

Objective 2.1 Meet or exceed all regulatory requirements.

Strategy:

- Track regulatory inspection results.

Assessment:

- Number of major violations received.

Objective 2.2 Meet or exceed all requirements during internal surveys and inspections.

Strategy:

- Perform surveys and inspections for compliance.

Assessment:

- Number of non-compliant items identified.

Objective 2.3 Identify asbestos-containing building materials in University facilities.

Strategies:

- Accomplish building asbestos surveys of all University facilities.

Assessment:

- Percentage of University facility square footage surveyed.

Critical Success Factors:

- Identify hazards through the survey and inspection process.
- Provide practical recommendations for hazard abatement.
- Perform follow ups to identify uncorrected items.

Objectives:

Objective 3.1 Reduce work place hazards.

Strategy:

- Perform safety surveys in non-administrative work areas annually.
- Perform safety surveys in administrative work areas biennially.

Assessment:

- Percentage of non-administrative work areas surveyed.
- Percentage of administrative work areas surveyed.

Objective 3.2 Ensure sanitation at University food service facilities.

Strategy:

- Inspect all permanent University food service facilities at least three times per year.

Assessment:

- Percentage of food service facilities inspected at three times per year.

Objective 3.3 Protect people and property at the University through the building inspection process.

Strategies:

- Perform life safety inspections of all residence and unsprinkled high rise facilities twice per year.
- Perform life safety inspections of all other facilities once per year.
Objective 3.4  Ensure identified hazards are being corrected.

Assessment:

- Percentage of facilities receiving life safety inspections.

Strategies:

- Perform follow up visits within 30 days of hazard notification to responsible party.

Assessment:

- Percentage of hazards corrected at time of follow up visit.
Goal 4. Environmental Health and Safety Project Review: to maintain and track campus projects forwarded to department.

Critical Success Factors

- Log and distribute projects for review to Environmental Health and Safety managers to identify areas of concern.
- Respond to routine project reviews within two weeks of receipt.

Objectives:

Objective 4.1 Reduce average time required for project review.

Strategies:

- Track turnaround time for project review requests.

Assessments:

- Number of project review requests completed within two weeks.
Goal 5. Enhance Customer Satisfaction.

Critical Success Factors:

- Survey customers to determine their level of satisfaction and pinpoint areas for improvement.
- Document customer concerns and requests.

Objectives:

Objective 5.1 Determine customer needs and desires.

Strategy:

- Develop and distribute customer surveys by program.
- Analyze survey results.

Assessment:

- Number of surveys developed and distributed.
- Number of improvements identified.
Goal 6. Provide all safety, health, and environmental training required by faculty, staff, students, or visitors.

Critical Success Factors:

- Provide a sufficient number of qualified trainers.
- Provide training to satisfy all regulatory requirements.
- Identify high risk concerns and develop appropriate training.

Objectives:

Objective 6.1 Identify needed training.

Strategy:

- Determine trends from accident/incident information.

Assessment:

- Percentage of training needs met.

Objective 6.2 Make training materials more accessible.

Strategy:

- Provide on line training modules for customer convenience.

Assessment:

- Number of on line training modules available.
Goal 7. Secure the necessary resources to provide an appropriate level of safety, health, and environmental surveillance to the University and manage them effectively.

Critical Success Factors:

- Identify necessary levels of funding for programs.
- Identify appropriate sources of funding.
- Communicate required funding levels to University administration.

Objectives:

Objective 7.1 Evaluate programs to determine minimum funding levels.

Strategy:

- Perform a program audit of each program to establish minimum needs.

Assessment:

- Number of programs audited.

Objective 7.2 Determine customer categories (teaching, research, maintenance), by percentage, served by each program.

Strategy:

- Perform a customer category analysis of manhours expended within each program.

Assessment:

- Number program analyses performed.

Objective 7.3 Communicate audit findings to University administration.

Strategies:

- Present findings to Vice President for Operations.

Assessment:

- Number of necessary funding adjustments.
Objective 7.4  Increase customer awareness of EH&S services.

Strategies:

• Publicize EH&S services to potential customers.

Assessment:

• Number of requests for services.