

# ENVIRONMENTAL HEALTH AND SAFETY

## STRATEGIC PLAN

### MISSION STATEMENT

[TTU Strategic Planning and Assessment Report web site](#)

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.

### **Goal 3. Document and monitor survey and inspection discrepancies.**

#### **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.

Assessment:

- Percentage of facilities receiving life safety inspections.

***Objective 3.4 Ensure identified hazards are being corrected.***

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.