

CPR Administrative

A. DEPARTMENT DESCRIPTION

1. What are critical ways your department advances the mission and goals of the college? Cite some examples. Limit 500 words.

It is the mission of Risk Management to provide risk prevention and mitigation services to the Santa Monica College Community, aimed at reducing conditions or practices which may expose the District to human, environmental, or financial loss. Safety & Risk Management's main purpose is to manage and reduce campus risk. One of the ways campus risk is reduced is through implementing and maintaining safety management programs. The first sentence of the Santa Monica Community College mission is "Santa Monica College provides a safe, inclusive, and dynamic learning environment that encourages personal and intellectual exploration and challenges and supports students in achieving their educational goals." The first idea within the mission is that the college provides a safe environment. Safety & Risk Management's main focus is to ensure that the campus are a safe place

One of the Board's goals in 2022-2023 was to "Safely increase the number of on-ground and hybrid courses and operations." Safety & Risk Management was critical in supporting this goal as one of the campus' EOT Leads helping guide the campus through the pandemic safely.

In addition, in support of the campus' goal to implement new programs and mission to create a safe campus environment, Risk Management continue to implement new safety programs on campus. In 2022-2023,

2. What internal and external factors have impacted your department since the last review that would provide context for your self-evaluation report? Limit 500 words.

EXTERNAL FACTOR

For the past few years, Safety & Risk Management's focus has been our response to COVID-19 by writing, implementing, and training the campus community in COVID-19 safety policies and protocols. The initial safety goals that Safety & Risk Management wanted to implement were put on hold due to the need for a COVID-19 response. Due to the changing nature of the pandemic, all of my time was spent researching and trying to stay up to date on the current status of the pandemic and the threat it had to our campus community. This process was all day everyday.

Another external factor is outside agencies and their changing regulations. Risk Management must always stay updated on any changes to Environmental and Occupational Health regulations to make sure SMC remains compliant.

INTERNAL FACTOR

Safety & Risk Management experienced a critical personnel loss at the beginning of the pandemic as it's Risk Management Coordinator retired. This was a difficult loss as I had been with the college for just 1 year and relied heavily on the coordinator for internal process

support. Fortunately, the campus acted quickly and I was able to hire a Risk Management Specialist Position. Although I received support for this new hire, and fortunately they had transferred from an internal SMC department, there was still a significant learning curve for the specialist which required large amounts of my time to get them up to speed.

Since the last department review, there was no campus Risk Manager. Although the campus has safety programs and insurance in place, I have been working to formalize Risk Management processes by writing policies and implementing campus wide programs.

In order to have a successful safety & risk management program the campus must focus on eliminating incidents which lead to personal injury and property loss. This requires the institution to manage the risks effectively. Effective management of risk requires a proactive, mindful safety culture. The safety culture of an organization is the product of individual and group values, attitudes, perceptions, competencies, and patterns of behavior that determine the commitment to, and the style and proficiency of, an organization's health and safety management. A proactive institutional safety culture requires complete institutional support at all levels by all staff through daily safety management. COVID provided a moment where all staff had a heightened focus on safety and actively participated in daily safety management, whether it was wearing PPE, social distancing, or evaluating their department's current level of COVID supplies, everyone had focus and mindfulness towards this common goal, which was the prevention of COVID transmission. The COVID concern has now subsided significantly, and thus so has the focus of daily safety management. It is human nature for individuals to go back to their priors when an intense threat has diminished. But, it is this lesson of the effectiveness of a safety culture and daily safety management that we need to continue to reinforce. In order to accomplish institutional safety culture during normal times is through the evaluation of hazards in all areas of the campus and assign daily safety management to all areas. Lastly, accountability of assignment completion is required. This is where campus leadership participates in understanding and supporting the importance of eliminating loss by directly holding staff accountable to the assigned daily safety management.

Another internal factor in the institution's engagement with Risk Management. Risk Management must be more involved in the proactive evaluation of future new purchases, new processes, and new construction.

On the reactive side, there is a lot of work to do regarding the manager's knowledge of the workers compensation process from writing the initial injury report to the back to work program. Better management of a return to work program as a partnership between Risk Management, HR, and the managers will make a large impact in getting our staff back to work in a timely manner and would provide a large cost savings to the institution.

Lastly, there is a lot of ongoing safety training both in-person and assigned online. The quantity of individuals who would be required to take safety training is growing as we build more safety programs and discover more of the hazards staff are exposed to around the campus.

B. DEPARTMENT'S CUSTOMERS

3. Whom do you primarily serve? Describe the services you provide for each of the groups you identify (for example, students, employees, Enrollment Services Department, City of Santa Monica). Limit 250 words.

1. Constituents: Campus visitors including staff, faculty, students, groups (theater; athletic events; student groups) and public visitors. Safety & Risk Management focuses on eliminating the personal injury and property loss of anyone visiting the campus.
2. Outside agencies: Safety & Risk Management must ensure that Santa Monica Community College is compliant with Environmental Health and Safety regulations. Compliance with these regulations protects campus visitors from hazards, protects the surrounding environment from increased pollution, and protects the institution from fines and agency enforcement.
3. Outside vendors: Safety & Risk Management works with outside vendors to ensure the vendors comply with our internal policies for safety and insurance requirements.
4. Insurance providers: Safety & Risk Management works closely with our broker, Keenan, to ensure that the institution has adequate insurance coverage in the event of a loss.

C. ASSESSMENT AND EVALUATION

4. Describe the progress your department has made on meeting the objectives and recommendations from your last program review. (Skip if first time completing program review) Limit 500 words.

The committee recommends Risk Management consider the following to further strengthen the program:

1. Work with appropriate staff and areas to ensure findings and solutions from ergonomic training and reviews are incorporated into furniture guidelines. The institution now has a formal ergonomic written and living program. Ergonomic training has been provided in various forms from flex day meetings, to one-on-one sessions. Ergonomic evaluations currently occur reactively based on either a workers compensation claim or through a staff request.
2. Develop a long term staffing plan. Since the last program review Safety & Risk Management has obtained a director position and maintains a Risk Management Specialist position. The Risk Management coordinator position was replaced with a Risk Management Specialist position. A long term staffing plan has not been developed. I believe it would be beneficial to develop a long term staffing plan for Safety & Risk Management due to increasing program development and campus reach to ensure continued effectiveness.

The committee recommends the institution consider the following to support Risk management:

1. Review staffing of Risk Management in light of increased risks and responsibilities. I agree with this consideration as discussed above.
2. Evaluate the impact of not having a Chemical Hygiene Officer has on the level of risk the College bears. I am currently the Chemical Hygiene Officer for the campus. In 2023, a chemical safety work group was created consisting of myself, the Physical Science Chair

and the Life Science Chair. Our mission is to ensure campus chemical safety through the evaluation of chemical handling practices and the implementation of safety controls for those processes. We hope to expand the scope of the work group to other campus departments such as Art, Photography, and Cosmetology.

3. Add chemical checks to the curriculum approval process. The chemical safety work group has discussed the evaluation of current and future curriculums. We have evaluated the use of new chemicals for a new organic chemistry class. I agree that Risk Management should check proposed new chemicals before being purchased.

5. Outcomes are the results your department hopes to achieve after providing services and carrying out the functions of your department. What are one to three outcomes your department has focused on since the last program review cycle? How do you assess or measure them (i.e. survey, internal tracking)? Limit 300 words.

OUTCOME: SMC reports fewer workplace injuries than the year before

- **Track monthly injury rates**
- **Compare annual injury rates to previous years and to Department of Labor statistics**

These rates are tracked monthly from lagging injury data and reported monthly to the safety committee. If trends are observed, a targeted safety evaluation is conducted to determine if additional safety controls can be implemented. This evaluation could become a goal for the following year.

OUTCOME: SMC is compliant with safety regulations (achievement)

- **Conduct annual audits of departments completing required daily safety management**

Safety & Risk Management is continuously evaluating the status of the SMC Environmental Health & Safety program looking for gaps in compliance. These gaps become goals for the following year. These goals could be anything from checking tags on safety equipment and labeling chemicals properly to ensuring staff have all received and up-to-date on all their safety training.

6. Describe how your department incorporates stakeholder (student, employee groups) feedback for unit planning. Limit 300 words.

There are two ways S&RM incorporates stakeholder feedback.

First, Safety and Risk Management holds a monthly safety committee meeting to discuss the status of current goals and potential future goals. This safety committee is attended by all levels of the organization and includes union members from CSEA and the Faculty Association. The members provide input to agenda topics and the safety program.

Second, when injury trends occur, we conduct a job hazard analysis (JHA). JHAs are conducted by a multidisciplinary group usually including front line staff who are doing the job,

as well as supervisors and Risk Management. The idea is to obtain information from different groups in order to obtain different perspectives and determine the best safety controls.

Finding trends is difficult when focusing on lagging indicators. If SMC can generate leading indicator data, trends will become more common and apparent.

Working with Keenan regarding the management of our injuries and the statistics surrounding these injuries such as the # of Days Away From Work, # of Total Disability Claims, Average Total Disability Days Lost per Total Disability Claim, the average of how many years it takes SMC to close claims, the % of employees with multiple claims, and many more stats. At the moment, the majority of our statistics come from how we manage our claims.

7. Based on analyses of the data your department collects, address the following questions Limit 500 words.: a. What is your department doing well? b. What didn't work as well in your department in the last four years? c. What are the lessons you learned? What will you do differently in the future?

a. What is your department doing well? Risk Management maintains regulatory compliance for the campus. We have had several agency inspections and either get reports of no violations or minor violations. We are very good at working and communicating with outside agencies. We are good at tracking lagging indicators when evaluating our safety program success and failures. We have been decent at messaging the purpose of safety and its solutions (due to covid), but there is room for improvement regarding how we message safety to the campus. In addition, we have been able to maintain the workers compensation program with the retirement of our Risk Management Coordinator. There was a steep learning curve for our new Risk Management Specialist, but we created a good team culture and supported each other through the learning process.

b. What didn't work as well in your department in the last four years? Due to COVID, Risk was not able to completely implement all of the traditional safety programs for the campus and shift from program implementation to focusing on maintenance and accountability. In addition, Risk Management has not been able to spend enough time focusing on our workers compensation stats and creating a better more proactive program to better manage our claims influencing improved district outcomes.

c. What are the lessons you learned? One of the big lessons was that, although traditional safety programs were status quo, I believe safety awareness and personal responsibility towards safety increased due to COVID. I think the campus staff look at safety differently after COVID and have elevated its importance in their day-to-day activities. Another lesson is that we have spent most of our time focusing on the front end to proactively prevent injuries. But it is time to start implementing better workers compensation management programs in order to see better outcomes in the management of injuries.

What will you do differently in the future? Although the campus safety culture improved, I should have focused more on daily management tracking and should have implemented

tools that can track daily management. In addition, it is time to begin evaluating opportunities in improving our injury management processes.

D. FUTURE OF THE DEPARTMENT

8. Tell us your department's vision: Where would you like your department to be six years from now? Limit 500 words.

Safety & Risk Management's mission is to eliminate loss to the campus which includes injury, property and liability. The vision of Safety & Risk Management is to create a proactive, mindful campus safety culture by engaging all staff in daily safety management. In an ideal vision, this proactive safety culture would be considered by all as just the way we do business. The key component to this vision is that a successful safety program rests on being proactive. The concept of looking, finding, and fixing hazards would be as ubiquitous as responding to emails. It would be a part of everyone's nature to continuously participate in the acts of maintaining a safe campus. Assigning daily safety management facilitates the expectation of what a proactive safety culture would look like.

Creating a proactive safety culture helps reduce institutional loss, which will influence/decrease our insurance premiums and have a significant institutional cost savings. Less injuries leads to direct and indirect institutional benefits including cost savings from injuries, decreased insurance premiums, increased employee morale, and decreased employee turnover. But, we can also realize a cost savings through better management of our Workers Compensation Program. By being more proactive, and engaging our managers in the process, training them in their role of the workers comp process will also allow SMC to better manage our injuries and reduce cost.

Currently, our main data metric is a lagging indicator, # of injuries and injury rate. Tracking daily safety management will provide leading indicator data from the completion of periodic safety practices across the campus. These safety practices could be office safety walk-throughs, daily forklift inspections, annual laboratory audits, monthly fire extinguisher checks, and department safety meetings. Leading indicator data will provide significant incite to the status of our safety program, which will lead to more meaningful goals. In addition, we will begin more closely evaluating our our workers comp data and comparison data with other community colleges.

A good example of of a proactive safety culture was the institution's approach to COVID and returning to campus. All department's created a Department Specific Safety Plan describing how their department would manage COVID safety, which included conducting safety walk-throughs, managing work practices, ensuring training was completed, and safety controls were in place and working properly.

9. What are some challenges you anticipate facing in accomplishing your department's vision? Limit 500 words.

Challenges

1. The idea of daily safety management is new for SMC. Adding new daily tasks to staff will require buy-in from all levels of the organization.
2. Tracking daily safety management tasks. Implementing a tracking platform will require IT and budgetary resources.
3. Support from senior staff and HR is vital to implementing daily management. The importance of safety starts from the top down and senior management must convey the importance of our safety processes.
4. Support from managers is key to influencing change in their departments.
5. Union support: Will these added responsibilities or tasks create union issues?

10. What are the action steps your department needs to take to accomplish the vision? Limit 500 words.

Creating a proactive safety culture requires support from upper management, formalizing a written and implemented safety program, setting up the safety expectations for the program's daily safety management, auditing the programs to determine compliance, and holding departments accountable. Many safety programs have already been written and implemented, but lack the auditing component.

1. The first step is to evaluate which departments are impacted by specific regulatory compliance, such as the forklift safety program which requires daily forklift inspections, or a chemical safety program which requires proper labeling. We would start with these departments. Another example is the monthly checks of our fire extinguishers and eyewash/showers.
2. Second, we would evaluate the high-risk departments such as the Sciences, or the Health Center, and develop what their daily management would look like. Daily management is different for each department based on the differing hazards.
3. Safety expectations for daily management must be communicated to each department. Once a specific safety program is created, program daily management would be implemented. It would then be the responsibility of the department to maintain the periodic expectations of their safety program.
4. An auditing program must be implemented to evaluate whether the department is meeting the daily requirements of the programs. Auditing will hold the departments accountable for their safety responsibilities. The results from the audits would be shared with senior staff and non-compliance would involve HR. Auditing would determine safety management compliance.
5. Setting up a formal centralized training program within the institution. Create a position solely focused on staff training which will be able to manage assignments, ensure compliance, and communicate effectiveness to senior staff. The position would manage all categories of training, not just safety training. This will centralize the training process and eliminate the inefficiencies of training silos.
6. Begin evaluating our current workers comp data and use it as a bench mark. Determine what data we would like see a change with, determine which data will provide the greatest impact, and set it as anew goal for the 24-25 year. We would likely look at reducing the days away from work for each injury claim.

7. The final key would be generating leading indicator data. This step could be part of the auditing process, but it is difficult to generate data from manual auditing. Real time daily data gathering would be ideal.

11. How will you know you've successfully made progress towards your vision? What are the expected outcomes/results (transformative change in skills, attitudes, behaviors, workflow, etc.). If relevant, discuss your departments' progress towards the goals of the six-year action plan. Limit 500 words.

There are a number of ways Risk Management will know that it has successfully made progress towards its vision:

1. Decreased incidents: If the campus has reached the level of having a safety culture where everything that every individual does is first scrutinized through the lens of safety, and all staff are mindful of their actions and movements in real time regarding working safely, then the likely outcome would be less injuries. But there are still so many other factors that can cause injury, that having done all of these things might not necessarily decrease injuries significantly.
2. Improvement of workers comp data metrics: Risk Management looks at many different key metrics related to the management of our workers compensation program, such as the % of claim frequency and severity by occupation, the average number of total disability days lost, the average total disability costs per claim, the % of claims closed within the first three years, and several others. More analysis of these post injury metrics will provide a clearer picture of problem areas related to injury trends and injury claim management. All of this data provides more data and a clearer picture of the success of our injury prevention program.
3. There will be new abundance of safety data that will be available which we will be able to track and trend, and therefore allow us a clearer picture of trending safety issues on campus. From there we will be able to compare that leading indicator data with our lagging indicator data. In addition, we will be able to target those trending areas by evaluating those processes and make adjustments through various safety controls to reduce the risk.

E. EMPLOYEE/STAFF AND DEPARTMENTAL CULTURE

12. Who makes up your department? Describe your staffing levels including full-time/part-time status and classification (per unit, if applicable) Limit 200 words.

My department is made up of the Director of Safety & Risk Management, the Risk Management Specialist. We report to the VP of Business Services.

13. Analyze your current staffing levels in the context of your department's vision and goals for the next six years (refer to response in question #9). Limit 300 words.

Currently I implement and manage EHS programs. The Risk Management Specialist maintains the daily claims management, permit tracking and budget tracking.

As the Safety & Risk Management program grows there is an increased need for a Safety Technician. The Safety Technician would maintain the developed programs, and can audit the daily safety management of the campus departments. Maintaining developed programs would include monitoring the Hep B shots for the blood borne pathogen program, maintaining annual compliance for respirator users (training, medical clearance, fit-testing), maintaining required annual safety training, maintaining annual compliance for our hearing conservation program. In addition, this Safety Technician would conduct campus audits for compliance of these programs including ladder safety, fire extinguisher maintenance, eyewash/shower maintenance, confined space permits, and Lockout/Tagout. In addition to the maintenance of implemented safety programs, daily safety management would be assigned across the institution to conduct periodic general safety inspections which would require maintaining accountability.

A centralized institution training coordinator will help manage the SMC training program which includes all the safety training requirements. This will allow consistency in the management and messaging of all various institutional trainings required. Each department which provides training will work closely with this position to guide the type of training that is necessary.

14. Describe how your department provides ongoing professional development opportunities for employees. Limit 300 words.

Safety & Risk Management provides safety training, system wide, to all college staff. These trainings provide transferable safety skills for future employment. In addition, many of the safety training courses provide a course completion certificate which travels with the employee to their next place of employment.

Safety regulations cross industry and employment boundaries. Therefore, an SMC employee who has daily safety management responsibilities such as preparing a confined space entry permit or inspecting a forklift will acquire knowledge which can be applied to a resume as job responsibilities which can be applied to future employment.

Internally within Risk Management, I have to maintain my CEUs for the REHS and CSP. For Glaurys (Specialist), we have discussed her professional goals in the next few years, and she has shown interest in becoming an Associate in Risk Manager. I provided documentation regarding the ARM to get her started, and I check in with her periodically to see how I can support her growth.

15. What is the impact of professional development engagement on the effectiveness of your department? Limit 300 words.

Professional safety development directly impacts the mission and vision of Safety & Risk Management. The more SMC staff members participate in daily safety management and the maintenance of safety programs the more SMC will organically create a proactive safety culture. As staff participate in daily safety management safety awareness becomes elevated. Staff are more likely to look for and find safety hazards as they go about their daily business.

Professional development would include safety training, safety engagement at the department level such as assigned daily safety management, and possibly the implementation of safety ambassadors for each department. In addition, professional development would include workers compensation process training for managers. All of these opportunities provide professional development for staff and help the institution reach our proactive safety culture vision. The more opportunities available for staff to participate in safety management, the more of an impact it will have on accomplishing our goals.

Within Safety & Risk Management Glaurys has a long-term goal to obtain getting her ARM certification. I could research other conferences for insurance and claims management for Glaurys and I to go to and hopefully bring back what we learned to SMC to improve and streamline our processes.

16. Describe the elements of your department's workplace culture and climate that significantly impact (both negatively and positively) your ability to achieve your goals. Limit 500 words. For example, a departmental culture with little opportunities for collaboration and an emphasis on independent work may mean loss of knowledge/skills on specific domains when a team member leaves. Or the positive impact of working in a state-of-the-art facility has improved the productivity of the employees in the department.

I have a two person department. There are positives and negatives to working as a two person department.

POSITIVES

1. Tracking responsibilities for required work completion is easier with a small department. The lines of work responsibility are clear and accountability is a natural outcome.
2. Communication happens daily because support from each party is a necessity to get all the work done. Each party has different roles for ongoing processes, and communication is important to ensure the entire process is completed.

NEGATIVE

1. As Safety & Risk Management implements more system wide programs, monitoring those programs for compliance becomes an essential part of the program management. Each program requires an element of daily safety management and regular monitoring. Available resources would need to be evaluated to determine what is available and necessary to monitor and maintain these programs. The S&RM department personnel have a limited capacity for additional daily management. An evaluation of resources and required additional work is necessary to determine the best way to maintain new programs.

17. Discuss ways your department creates a more equitable departmental culture. Address one or more of the following points: Limit 500 words. *Creating space for discussing issues of race and racism in ways that are relevant to work *Promoting trainings and professional development opportunities focused on racial equity *Setting and enforcing departmental norms related to

open, honest, and collegial communication *Ensuring staff who belong to a racially or other minoritized group (sexual orientation, gender, etc.) feel validated and respected and are part of the decision-making process on an ongoing basis *Deepening trust and sense of community amongst the diverse staff *If relevant, ensuring departmental practices, policies, and procedures do not create barriers for minoritized student groups (racially minoritized, low-income, first-generation college, undocumented, Veteran, students with disability, etc.)

Safety & Risk Management is a two person department and good communication is critical for continued success. I have made it clear that I am open to having discussions with Glaurys related to any issues concerning work she might have. With such a small department, it is critical that the lines of communication are always open and that we are both open with each other. In addition, Glaurys brings to our department experiences that I do not have related to how work gets done at SMC. I continuously ask her opinion on various issues because I respect her opinion and understand that, based on her background at SMC, she will often bring a perspective to the conversation I have not considered. I believe that involving her in these decisions increases her morale and makes her feel more valued as she is part of the decision making process.

F. BUDGET AND RESOURCES

Human Resources and Professional Development

18. Based on your department's six-year vision and the action plans to get there, discuss the optimal staff structure to achieve your vision. Include in the discussion: Limit 500 words. a. The opportunities to revamp your workflow, procedures, and processes to increase efficiency b. Re-envisioning of existing job classifications and/or creation of new job classifications, if applicable c. Your succession and training plans (including cross-departmental training) to ensure that you have the right people in the right jobs today and in the years to come d. Knowledge management practices - documentation of key workflow and processes to ensure continuation of critical services provided by your unit

As we transition to proactive Safety & Risk Management processes, more will be expected from department managers regarding the daily management of safety and risk management in their areas. Support for a strong safety program has to come from the top. Managers will need to be held accountable for safety expectations and senior management buy-in and influence will be required to elevate the importance of these programs. There are several recommendations for addressing SMC safety and risk management compliance as more safety programs are created and maintenance is necessary.

1. Obtaining a safety management software platform that will allow S&RM to assign daily safety management tasks system wide. S&RM would be able to track completion of assignments and generate reports to all levels of the organization, which will help with accountability. This will help drive us closer to achieving a proactive safety culture.
2. Hiring a Safety Technician to conduct safety program audits system wide and to manage annual maintenance of safety programs such as training and clinic visits for the bloodborne pathogen program, hearing conservation program and the respiratory protection program. These audits would evaluate safety program documented regulatory compliance, such as for example maintaining documentation for the ladder safety

program and the confined space program. In addition, this individual could conduct onsite training to staff and conduct ongoing safety inspections system wide. Another option would be to periodically hire a student intern from either our campus or other local campuses who are interested in gaining experience in the Environmental Health & Safety profession. I would be able to assign a project for the intern based on our current needs such as described above.

3. At the moment S&RM does not have bench strength to step into my position if I were to leave the organization. Hiring a safety technician will provide a career path for this individual who could be trained to manage the safety programs and potentially step into a leadership role when I leave the organization. In addition, we currently do not have bench strength for our Risk Management Specialist position. I would recommend evaluating how to internally expose current employees to the S&RM processes as a method of professional development and cross training. This might be a win-win for the organization and our employees. Creating certificate programs at the college related to safety and risk management could incentivize current staff to develop professionally. OSHA certificates can be placed on resumes and are recognized by employers looking for safety managers.
4. Manager buy-in to safety and risk management daily responsibility is key for S&RM process sustainment. Managers would need to take responsibility for the safety and risk management processes in their areas and make sure that policies and procedures are followed. I recommend including safety and risk management in the manager training and development process. A good example of potential manager training would be how to properly conduct an accident investigation and a review of the workers compensation process.
5. One of the more hazardous environments we have on campus is the science building due to their quantity/type of chemicals and scientific processes. It would be beneficial to evaluate the lab technician's job descriptions and add safety components to their job description. Another option would be to elevate one laboratory technician to a position with more safety management leadership responsibility for all the science departments, stating in their job description that they would work closely with S&RM to manage safety throughout the Sciences.
6. Engaging faculty to participate in safety procedures and training is difficult. Evaluating a way to provide faculty time to participate in safety activities/training would be a benefit to the college.
7. As we move towards a proactive safety culture, S&RM should work with HR to evaluate staff job descriptions for safety components and expectations.

Budget and Space

19. Based on your department's six-year vision and the action plans to get there, analyze your existing space and infrastructure environment and discuss changes that would improve your unit's productivity, efficiency, and effectiveness. Limit 500 words. Examples: redesign of existing space, additional space needed/space no longer needed, additional technology, change in technology)

There are several ideas that will enhance our ability to achieve the Risk Management vision:

1. Accountability of our managers and staff to maintain daily safety management. Our employees need to be held accountable for not doing specific daily safety duties, such as a general inspection of a work area, a monthly fire extinguisher check, a review of a daily forklift checklist, a monthly ladder inspections, filling out an internal confined space permit, or performing a lockout/tagout process. These are just a few examples. Training should be provided to our managers on the importance of these safety systems to the college, and training on how to hold their staff accountable.
2. The other important piece to this vision puzzle is a safety software platform which can manage and monitor all aspects of the assigned daily safety management. This is where our safety related leading indicator data will come from and it will help with accountability if it reports that certain departments are not performing their daily management.
3. Finally, as the safety program grows, additional resources would be needed to maintain these programs for general auditing, the continuous and ongoing safety training program, maintaining regulatory compliance with our programs such as annual maintenance of our respiratory protection program, our bloodborne pathogen program, the hearing protection program, and the various annual environmental reporting requirements. A new safety technician position would be required.
4. Investing in a centralized system wide training coordinator to handle all SMC internal training management. Safety training is provided online or onsite in-class. Safety training includes new employee training, annual/periodic training for various safety programs, managing the completion of assigned training, and record keeping. Much of the safety training provided is training that either must or should be annually refreshed. This reinforces safety concepts so it is always top of mind. Safety training touches all employees with the institution.

20. Assess whether your current budget aligns with your plan of work for the next six years and is adequate in helping your unit meet your goals. If not, what changes in the budget need to be made? Discuss reallocation of existing budget lines, increase/decrease of overall budgets or specific budget lines. Upload document or spreadsheet, if necessary. Limit 500 words.

A safety software platform is not currently budgeted for. A new safety technician position is not in the budget. There is safety equipment that we have invested in and will likely purchase more in the coming years. This safety equipment usually has annual calibration costs which has not been budgeted for. Hiring student interns has not been budgeted. As more staff become aware of our ergonomics program, more ergonomic equipment will be purchased. We are averaging 3 ergonomic assessments per month which usually requires purchasing several types of equipment per assessment.

This form is completed and ready for acceptance.