

Assessment Table Template

Program: Safety and Security, Division of Finance and Administration				
Cycle: 2013-2014				
Outcome/Objective	Measure	Target	Finding	Action Plan
Outcome: Be a steward for environmental quality	Measure: Products and weights of recycled material are measured and reported.	A 5% increase in products and weights of EHS recycled materials (e.g., used oil, light bulbs) from the previous year will be realized. This target was established by departmental leadership based on previous years' performance and professional judgement.	A 50% decrease of EHS recycled materials (e.g., used oil, light bulbs) was identified compared to the previous fiscal year. The data collected below allowed EHS to determine the increased weight of recycled materials from previous years. Quarter FY 13 Recycled Materials (pounds)FY 14 Recycled Materials (pounds)Weight Increase (pounds)Percent Increase 1st quarter36,703 23,860 (12,843) -35% 2nd quarter94,45723,811(70,646)-75% 3rd quarter35,72122,018(13,703)-38%	Based on our findings that there was less material offered for recycling this fiscal year, EHS will develop additional tools to enhance the message about recycling light bulbs, oil, and batteries. These tools might include emails, brochures, social media outlets, the EHS Web site, and newsletter articles.
	Measure: Environmental Health and Safety will report the number and percentage of storm water outfall inspections to ensure quality of water entering the creeks.	Evaluate 100% of the 87 storm water outfalls on campus every 6 months to ensure quality of water entering the creeks. Any quality issues identified are then reported to UES for follow-up action. Outfalls are locations where the the university's storm sewers discharge to creeks.	All (100%) of the storm water outfalls were evaluated every 6 months. EHS collected the following data to reflect the number of storm water outfalls evaluated: Number Inspected Percent Inspected Sept-Feb 87 100% Mar-Jun 87 100% Note: All stormwater outfall inspections for the second half of the year were conducted in Spring 2014.	
Outcome: Prevent and resolve unsafe conditions.	Measure: Report the number and percentage of radiation safety inspections performed for radioactive material users on a quarterly basis.	95% of all radiation safety inspections assigned will be performed monthly, to include providing recommendations for correcting deficiencies. This target was established with departmental leadership based on previous years' performance and professional judgement.	Approximately 73% of the radiation safety inspections were performed. EHS collected the following data to reflect the number of radiation safety inspections scheduled and the number of laboratories inspected each month. Month # of Labs Scheduled for Inspection # of Labs Inspected % Labs Inspected First Quarter, FY14 56% Second Quarter, FY14 50% Third Quarter, FY14 82%	Radiation safety inspection criteria will be included on the laboratory safety inspection checklist. Laboratory inspectors will be offered training by the radiation safety officer (or her designee) to ensure adequate understanding of inspection criteria related to radiation safety. The RSO will be available to answer any specific questions that may arise in the course of an inspection.
	Measure: Report the number and percentage of laboratory safety inspections performed on a quarterly basis to ensure EHS has performed an inspection within all laboratories over the course of one year's time.	95% of all laboratories inspections will be completed, to include providing recommendations for correcting deficiencies. There are over 3500 laboratories on campus; the laboratory safety group divides the laboratory inspections over a 12-month period. This target was established with departmental leadership based on previous years' performance and professional judgement.	98% of all laboratory inspections assigned during the reporting period were completed. EHS collected the following data to reflect the number of laboratories scheduled for inspection and the number of laboratories inspected each month. A copy of the laboratory inspection checklist is attached.	