

Timestamp	8/9/2013 10:49:42
Username	lhaywood@austincc.edu
Unit Name	Campus Manager - CYP
What improvements have been planned implemented	<p>Our safety committee is vibrant and growing. Membership and visibility on campus has increased from 17 initial members to 31. Each member has a team badge for identification and to increase awareness.</p> <p>The Cypress Safety Committee has:</p> <ol style="list-style-type: none"> 1. Held monthly safety committee meetings covering topics such as: Food handling safety (resulting in an inspection of the campus cafe) Indoor and outdoor floor safety, slips, trips, and falls (New floor mats and signage on all exterior doors have been installed) Seasonal weather safety Electrical safety Office ergonomics (several work spaces have been modified) Door and finger safety 2. Offered safety events such as Spring Break Safety and Summer Safety. 3. Developed and displayed safety posters for campus. 4. Offered numerous training courses including: Active Shooter Training First Aid/CPR/Blood Borne Pathogens Defensive Driving Prevention of Workplace Violence Distracted Driving -No Texting Severe Weather and Weather Watch training 5. Developed and are utilizing a detailed inspection checklist to use for monthly

<p>How did you decide that these improvements would benefit your unit or what weakness is the unit trying to improve</p>	<p>The personal health and physical safety of all persons on the campus is an ongoing concern for students and staff. The Environmental Health Safety & Insurance Department as well as Campus Police, and the Facilities Department have been instrumental in the successful formation of the Cypress Safety Committee and continue to provide guidance. The Cypress Safety Committee is part of the college Illness and Injury Prevention Program. As employee and student involvement and knowledge has increased, the willingness to report illness, injury, and safety concerns has improved. Increased reporting by staff and students has brought about numerous improvements to the facility as well as opportunities for additional training.</p>
<p>Description of what measures are going to be used to determine if the improvements were successful</p>	<p>Through monthly Safety Committee meetings and inspections, hazards and corrective actions will be identified. Work orders will be created and corrective measures completed within 60 days. Four audits will be conducted next year. Success will also be visible in the form of signage, neater and more organized work spaces, from better functioning emergency notification systems, and from the positive and frequent comments received from students and staff.</p>
<p>baseline data used to determine improvements were needed</p>	<p>Injury and accident logs have not proven to be the best indicator of safety and wellness improvement. The 2011 staff injury log indicated one slip and fall. The Feb-May 2012 staff injury log reflected one pulled muscle. The Jan-Apr 2012 student injury log reflected two cut fingers in a science lab and one slip and fall. As the Safety Committee grows, matures, and becomes more knowledgeable, reporting procedures will continue to improve and topics of concern and interest will be shared and addressed. Trainings and events will continue to be directly related to the comments and discussions from the expanded committee and through participation in the community wellness initiative.</p>

<p>target goal data that shows your improvements have achieved your goals</p>	<p>Six health and safety related events a year, including trainings and health fair Monitor injury logs for student and staff at monthly meetings Conduct monthly inspections Identify corrective actions resulting from inspections, complaints, and staff and student input within 60 days Expand Safety Committee membership</p>
<p>current data where you are currently in reaching your target</p>	<p>Open communication and involvement of staff, students, and community members in identifying and addressing health and safety issues is leading the campus toward a culture of safety and wellness consciousness. The collaboration is an ongoing process and continues to bring forward new concerns and training suggestions as the Safety Committee grows and becomes more knowledgeable and safety conscious and as students and staff become more comfortable and accurate in their reporting.</p>
<p>Narrative</p>	<p>A number of items have contributed to the success of the Cypress Safety Committee and our commitment to an injury free campus and a culture of safety and wellness for students, staff, and campus visitors. Contributing factors include: An increase in Safety Committee membership (including election of campus team leader to guide the process) , participation in monthly meetings, numerous wellness and safety educational opportunities, physically walking the campus as a team with a detailed checklist to identify potential hazards and submission of work orders for corrective action, review of accident and injury logs to determine areas where improvements and education are needed, and participation in our community wellness initiative have all resulted in increased communication and reporting. This type of open communication will continue to bring to light health and safety needs and concerns which will in turn determine the training and corrective measures necessary for our continued improvement. This is a continuous improvement process for the campus.</p>
<p>Unit Review Leader</p>	<p>Linda Haywood</p>