

1. Assessment Plan - Four Column



PIE - Administrative Services: Risk Management Unit

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Wellness incentive funding program - As the co-chair of the wellness committee, we are seeking to up employee participation. In order to do that we agree that their needs to be some sort of incentive to get people to participate. We are looking to have a program developed by February 2018</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18</p> <p>Goal Entered: 10/02/2017</p>	<p>In Progress - Develop a employee incentive program that will incentivize employees to leading a healthier lifestyle that will support being healthier at work. This program is part of the overall global College culture providing tools and resources to our employees on a healthier and safer work environment. Wellness challenges, healthier food challenges, walk a thons are just some of the ideas we would develop and encourage employee participation.</p> <p>Describe Plans & Activities</p> <p>Supported: Funding for the incentives/prizes</p> <p>Manager of the program - co chair of the Wellness Committee</p> <p>Lead: Duetta Langevin</p> <p>KC Kranz</p> <p>Wellness Committee</p> <p>One-Time Funding Requested (if applicable): 15000</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?:</p> <p>Compare the numbers of participation from previous years</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>Custodial safety and stretching program - Develop an internal safety program to address work related injuries</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18</p> <p>Goal Entered: 10/02/2017</p>	<p>In Progress - Part of the plan is implemented, Keenan is providing monthly safety trainings for the staff.</p> <p>Develop an internal stretching program to address body mechanics and work tasks.</p> <p>The program would like to ensure that the trainings and stretching activities are also led by the employees. This type of engagement from the employees will create a more sustainable safety culture.</p> <p>Describe Plans & Activities</p> <p>Supported: Develop the program - role it out</p> <p>Include an outside vendor that has credibility and success with implementation of a stretching program</p> <p>Lead: Duetta Langevin Ken McAlpin Gary Neillesen Outside Vendor - stretching</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: Review the number of injuries following implementation compare to prior year injuries</p>	
<p>Grounds internal Safety and Stretching Program - Develop a departmental safety program to address work related injuries</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18</p> <p>Goal Entered: 10/02/2017</p>	<p>In Progress - Develop a preventative internal safety and stretching program that will address work related injuries and drive a safety culture environment.</p> <p>Describe Plans & Activities</p> <p>Supported: Part the plan is in process now. Keenan is providing</p>	

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	<p>monthly safety trainings. Outside vendor that provide education on body mechanics and stretching success. Lead: Duetta Langevin Ruben Avila Gary Neillesen Planning Unit Priority: High What would success look like and how would you measure it?: Measure the number of injuries after implementation and prior to implementation</p>	
<p>Custodial Safety Slogan - Partner with the custodial department to develop and internal safety slogan to support the development of a safety culture Status: Active Goal Year(s): 2017-18 Goal Entered: 10/02/2017</p>	<p>In Progress - Develop and safety slogan for the custodial department. Once a safety slogan has been decided on provide the staff with either t-shirts or some form of product that supports the safety slogan selected. To engage the staff with a safety culture environment. Describe Plans & Activities Supported: Program guidelines and implementation Lead: Duetta Langevin Ken Mcalpin Gary Neillesen Planning Unit Priority: High What would success look like and how would you measure it?: compare work injuries from prior years to the year following implementation</p>	
<p>Safety Inspection program - This program will assist in addressing potential work place hazards and provide insight to developing further policies and procedures. This</p>	<p>In Progress - This program will assist in addressing potential work place hazards and provide insight to developing policies and procedures to maintain a safe work</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>program will either be managed by an outside vendor or with an addition to staff.</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18</p> <p>Goal Entered: 10/02/2017</p>	<p>environment.</p> <p>Describe Plans & Activities</p> <p>Supported: This program will either be managed by an outside vendor or with an addition to staff.</p> <p>Lead: Duetta Langevin</p> <p>Health and Safety Committee</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?: Safety inspection reports will provide us with areas of improvement</p>	
<p>Ergonomic and Accommodations Fund - Ergonomic and Accommodations Fund</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18</p> <p>Goal Entered: 10/02/2017</p>	<p>In Progress - We have developed an ergonomic program to assess ergonomic needs for our employees to prevent workers compensation injuries. We partner with Human Resources to review accommodations and provide funding for any equipment needs necessary to accommodate our employees needs.</p> <p>Describe Plans & Activities</p> <p>Supported: This will be an on resource that needs to be included in the Risk Management budget for ongoing needs</p> <p>Lead: Duetta Langevin</p> <p>On-Going Funding Requested (if applicable): 25000</p> <p>Type of Request: Equipment - new</p> <p>Planning Unit Priority: High</p> <p>What would success look like and how would you measure it?: longevity of employees, decrease in repetitive motion workers compensation claims</p>	
<p>Student Worker assistance - Provide</p>	<p>In Progress - hire a student worker</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
<p>assistance to Risk Management on various tasks.</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18</p> <p>Goal Entered: 10/02/2017</p>	<p>that can relieve the Risk Management Specialist from the front desk to attend to Risk Management tasks</p> <p>Determine the need to hire another administrative position for support to the Specialist and the Director</p> <p>Describe Plans & Activities</p> <p>Supported: Student Worker</p> <p>Lead: Duetta Langevin</p> <p>One-Time Funding Requested (if applicable): 6500</p> <p>On-Going Funding Requested (if applicable): 40000</p> <p>Planning Unit Priority: Medium</p> <p>What would success look like and how would you measure it?:</p> <p>Completion of projects and tasks in a more timely fashion</p>	
<p>Wellness incentive funding program_1 - As the co-chair of the wellness committee, we are seeking to up employee participation. In order to do that we agree that their needs to be some sort of incentive to get people to participate. We are looking to have a program developed by February 2018</p> <p>Status: Active</p> <p>Goal Year(s): 2017-18</p> <p>Goal Entered: 10/02/2017</p>	<p>In Progress - Develop a employee incentive program that will incentivize employees to leading a healthier lifestyle that will support being healthier at work. This program is part of the overall global College culture providing tools and resources to our employees on a healthier and safer work environment. Wellness challenges, healthier food challenges, walk a thons are just some of the ideas we would develop and encourage employee participation.</p> <p>Describe Plans & Activities</p> <p>Supported: Funding for the incentives/prizes</p> <p>Manager of the program - co chair of the Wellness Committee</p> <p>Lead: Duetta Langevin</p>	

<i>Unit Goals</i>	<i>Resources Needed</i>	<i>Where We Make an Impact: Closing the Loop on Goals and Plans</i>
-------------------	-------------------------	---

KC Kranz
Wellness Committee