

Employee Safety BSC

The Employee Safety Program's purpose is to provide a safe work place for employees

GOAL	MEASURE	STRATEGY	TARGET	ACTUAL	LEAD	COMMENTS	Last Year
Gain Knowledge in Safety Regulations							
	# of training classes attended		2 per employee per year	TBD		Attend: 2 OSHA and 2 Fire classes	
		Attend training from safety organizations				Such as OSHA 10 and 30, LCCC, etc	
		Develop honest relationships with one another to share knowledge (information)					
		Sign-up Holly and Amy for OSHA classes			Ron		

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Maintain Safety Policies						
	% of SEMM policies reviewed per year		33%	TBD	6 policies per year	
		Review and revise policies, as needed				
		Obtaining the relationships to help with the changes				
		Research ideas and hold team meetings				

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Provide Safety Resources						
	Completion date for creating a Google+ Community		6/30/2015	TBD	Pending Staff approval	
	Completion date for survey		8/30/15	TBD		
	% of valid suggestions implemented		At least 50%	TBD		
		Know what safety resources are available are exist in the industry				
		Educate users on Employee Safety intranet, etc				
		Create a community on Google+ and educate users				
		Conduct a survey asking customers (HQ and field personnel) what type of safety resources they would like or need to have				

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Acquire Software						
	Completion date to assess upgraded ERP system		12/31/15	TBD		
		Future performance measures will be developed after assessment completed				
		Review upgrades of ERP system				
		Justify a software program, if needed				
		Obtain the software to improve the Program and knowledge of the individuals				
		Use software to identify trends and educate users				

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Stop Doing Redundant Processes						
	# of processes reviewed, per year		4 or more	TBD	Merge letters, using scannig to go paperless	
		Look at ways to improve efficiencies within the Program			What should we continue to do, stop doing, start doing	
		Make Staff aware of processes that no longer serve Employee Safety			Worker's Comp process	
		Make entries only once			Quit having to repeat everything (Community, ERP upgrade may help)	

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Be Good Stewards of Resources						
	Budget variance		At or under budget	TBD		
		Continue to monitor the budget				
		Ensure proper training is taking place			Train at level needed and look at areas that need training and train in those areas	