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# Environment, Safety and Health Plan for Computing Division for 2008

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The Computing Division continued its outstanding safety record in 2007. We are proud of the commitment to working safely shown by each member of the division.

We did have a number of near-misses with people hurting themselves in a minor way. We have looked at the patterns for these near-misses to see if this points to a place where more education or communication is needed. We see an ongoing need to stress ergonomics in the workplace and also to repeatedly remind people to follow procedures when carrying out their work and not get impatient and “do it themselves” when they should be waiting for others.

The 2007 division safety efforts focussed on finding ways to make “doing the right thing” and paying attention an integral part of peoples’ lives rather than something discussed in special committees, or revolving around special inspections or walkthroughs.

The division head met with the division’s safety officer and the Associate Head for Facility planning each week. We frequently discussed additions and changes to our 2007 plan, as well as the several audits we had last year. Many new supervisors received training. Department heads and group leaders were continually reminded to provide opportunities for both formal and informal discussion at the department and group meetings. We are lacking a formal walkthrough process at this time, although myself and many managers in the division do walk about frequently and talk with people – not just about safety though.

CD tracks had a safety article in almost every issue. We did not seem to find a way to “recognize” or “reward” people for safety commitment or safety ideas. We will try harder this year to think of a way.

One big achievement of the year was getting a recycling program going at FCC, after a construction project to build a concrete pad for the requisite trash and recycling containers. This took a long time, cost a lot of money and had to have special permits to allow it’s placement close to FCC. We are now in a position to recycle the large amount of cardboard packing materials that we generate from the receipt of computers, disks and networking gear.

In 2008 we will:-

1. Try again to find a viable recognition and reward program for employees with good ideas or exemplary behaviors with respect to safety, health or the environment. Use cd web pages and cdtracks for visibility of this.
2. Start to create a formal Environment Management System for the division – within the framework that the lab sets for this.
3. Machine Shop Training – Take this training one step further from using the machining unit safely. We want to assure that the individual knows how to correctly use the unit! Plan to train individuals (onsite) through Larry Chiplis (who teaches a course at Waubensee Community College).
4. Formalize all existing ES&H Procedures – putting current procedures on a procedural template, along with a cover sheet, requiring dept. head signature and division head signature. All procedures, along with the cover sheet will be scanned in and uploaded into DocDb.
5. Play a major roll in getting Federal Electronics Challenge (FEC) – Writing procedures/guidance for desktop EPEAT purchasing, which will also tie in with computer security.
6. Increase our recycling effort for FCC, which will include plastic, glass, aluminum.
7. Housekeeping – clear our areas of unwanted chemicals and clutter and ensure that all locked cabinets are keyed or padlocked with a master key so they can be inspected.
8. Do some further investigations into “green” solutions for computer center cooling systems that may be useful in the future for FCC upgrades.