



# MASTER PLAN

## ENVIRONMENTAL HEALTH AND SAFETY

2018

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Course Group Number: [TBD]

## **Purpose**

The Vision of Broward Schools' Environmental Health and Safety Department is to be the promotional and guiding force in advancing a culture where safety, health, and environmental sustainability are core values adopted and practiced throughout all levels of the District. Its Mission is to maintain safe & healthy working and learning environments, facilitate increased awareness and efficient use of energy and other natural resources, and ensure regulatory compliance with Federal, State, and District protocol.

This Master Plan was created to plan professional learning aligned with State Requirements for Educational Facilities (SREF) and to inculcate behaviors that support the Division and District's objective of providing Safe and Healthy work and learning environments. This program will provide opportunities to share information and facilitate trainings that assist in building skills and knowledge that will increase employee effectiveness in performing job duties in ways that demonstrate environmental stewardship, increase safety and health behaviors that impact the individual and the community, and heighten awareness and participation in initiatives that support energy conservation.

This Master Plan will cover two types of professional development events: compliance-mandated learning events and skills enhancement training events. The objective of both is to provide opportunities for employees to continually advance their skill and knowledge. This Master Plan will monitor skills enhancement training for implementation and effectiveness via departmental supervision of personnel's performance. However, in the case of compliance-mandated learning, this Master Plan will not be used to monitor or evaluate the effectiveness of compliance events, but instead will monitor for fulfillment of the mandate. The course roster, certificate of completion, and/or certification affidavit will serve as documentation of completion for the time period specified by specific learning event. The attachment of a qualification to the human resources record of an employee may also be aligned to the completion and satisfaction of mandated training for the time period indicated.

It is the intent of the Environmental Health & Safety Department to provide professional development events that expand the scope of safety training that address all Federal, State and District requirements, builds/enhances professional development & management skills, and provide exposure to safety skills training that fosters behaviors throughout all of BCPS that increase the culture of Health, Safety and Environmental Stewardship across all levels of the District.

## **Needs Assessment**

BCPS Department of Risk Management's Annual Report of Worker's Compensation (2016), reported a reduction of 117 (5%) in total new claims reported, from 3,450 in FY 2014-2015 to 3,275 in FY 2015-2016. According to the 2015 Bureau of Labor Standards Incident/Illness Rates, Local Government Educational Services reported an Incident Rate (IR) of 4.7 per 100 employees, with local government, elementary and secondary schools reporting 4.8 per 100 employees. District data indicates that our figures are above this level. Therefore, the goal of the Environmental Health and Safety Department through the development of this Master Plan is to provide staff professional development and training that will support the continued decrease in reported incidents.

## Desired Outcomes

The tables on the following pages describe the Desired Outcomes for professional learning in support of each role associated with this Innovation Configuration. A summary of Desired Outcomes is below:

### 1.0 Individual

- 1.1 Complies with all Federal, State, and District compliance mandated trainings.
- 1.2 Actively employs the use of all safety practices associated with each task.

### 2.0 Supervisor/Administrator

- 2.1 Demonstrates the ability to be a role model in health and safety practices while leading others in positive and motivational work environments so there are zero incidents that have a negative impact on health and safety to self, others and/or property.
- 2.2 Applies best practices for active supervision.
- 2.3 Holds staff accountable for decisions and practices related to health and safety.

## Desired Outcomes and Performance Indicators

<b>1.0 Individual</b>			
<b>1.1 Desired Outcome: Complies with all Federal, State, and District compliance mandated trainings.</b>			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
100% completion of the mandated compliance training.	Completes 75% - 99% mandated compliance training.	Completed 50% -74% of the training that is mandated to meet compliance parameters.	Completes 50% or less of mandated training.
<b>1.2 Desired Outcome: Actively employs the use of all safety practices associated with each task.</b>			
Performance Indicators			
Level 4	Level 3	Level 2	Level 1
100 % use of safety measures. Zero or “near-miss” incidents that negatively impact health and safety of self, others or property. Reminds colleagues of proper protocols.	85% use safety measures. Zero incidents or “near-miss” with negative impact to health and safety of self, others or property. Shares observations from the “field” w/supervisor and suggest team discussion.	70% use Health & Safety measures. 50% Reduction in # of incidents/“near-miss” negative impact to health & safety of self, other or property. Reports incidents to supervisor.	50% use of safety practices. Does not report injury or “near-miss” occurrences to supervisor.

<b>Data Collection Plan: Individuals</b>			
<b>Level of Measurement</b>	<b>Instrument/Data Type</b>	<b>Frequency</b>	<b>Person Responsible for Collecting Data</b>
1. Participants' Reactions	Attendance and Feedback Form	1x/workshop	EHS Safety Trainer
2. Participants' Learning	Demonstrated performance Interactive, individual or group assessment	1x/workshop	EHS Safety Trainer
3. Organizational Supports	Completion reports to administrators	Quarterly	EHS Department
4. Participants' Practice	Site Observations	Determined by proj./Supervisor	Supervisor/Manager
	Incidents/Accident Reports	Annually	EHS/Risk Management/AJG
	Workers' Compensation Data	Annually	
	Performance Appraisal	Annually	
5. Student Outcomes	Student impact is indirect		

<b>2.0 Supervisor/Administrator</b>			
<b>2.1 Desired Outcome: Demonstrates the ability to be a role model in health and safety practices while leading others in positive and motivational work environments so there are zero incidents that have a negative impact on health and safety to self, others and/or property.</b>			
<b>Performance Indicators</b>			
<b>Level 4</b>	<b>Level 3</b>	<b>Level 2</b>	<b>Level 1</b>
Demonstrates positive role modeling and strong leadership. Knows what motivates each staff member and their motivation "key". Effective in driving change that increase moral, productivity and safety.	Models desired behaviors. Supervises and monitors proper Health & Safety behaviors. Documents...	Models Health & Safety Practices Awareness of leadership styles.	Uses safety practices but Not familiar with leadership styles and how to impact effective leadership.
<b>2.2 Desired Outcome: Applies best practices for active supervision.</b>			
<b>Performance Indicators</b>			
<b>Level 4</b>	<b>Level 3</b>	<b>Level 2</b>	<b>Level 1</b>
Provides effective leadership, training opportunities,	Suggests training opportunities. Provides feedback	Recognizes when an employee is not performing to safety	No active visual supervision of staff's performance.

employs coaching strategies and feedback in positive manner at every opportunity. Available to other employees. Implements and effects change.	during evaluation period(s).	standards but not comfortable in taking corrective action. Documentation is lacking.	
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**2.3 Desired Outcome: Holds staff accountable for decisions and practices related to health and safety.**

**Performance Indicators**

Level 4	Level 3	Level 2	Level 1
Zero tolerance for non-adherence to Health & Safety Practice. Disciplines according to District protocols. Holds staff accountable for performance. Zero negative health safety incidents. Documents 100%	Follow -up on participation in training events, checks learning and monitors for implementation. Documents 50 - 75%. Regular assessment of safety practices	Irregularly monitors/holds staff accountable, documents 25% of the time. Targets specific individual to be held accountable.	No accountability for adherence to protocols and procedures. No documentation

**Data Collection Plan: Supervisors/Administrators**

Level of Measurement	Instrument/Data Type	Frequency	Person Responsible for Collecting Data
1. Participants' Reactions	Attendance and Feedback Form	1x/workshop	EHS Safety Trainer
2. Participants' Learning	Demonstrated performance Interactive, individual or group assessment	1x/workshop	EHS Safety Trainer
3. Organizational Supports	Follow-up Observation	2x/year	Dept. Manager/Director
	Completion reports, reminders	Quarterly	EHS Department
4. Participants' Practice	Incidents/Accident Reports	Annually	EHS/Risk Management/AJG
	Workers' Compensation Data	Annually	
	Performance Review	Annually	Manager/Director
5. Student Outcomes	Student impact is indirect		

<b>Mid-Year and End-of-Year Evaluation Plan</b>		
<b>Level 1. Participant Reactions</b>		
<u>Audience</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
Individuals	Attendance and Feedback Form	Summary of Attendance, Feedback
Supervisors/ Administrators	Attendance and Feedback Form	Summary of Attendance, Feedback
<b>Level 2. Participant Learning</b>		
<u>Audience</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
Individuals	Demonstrated performance Interactive, individual or group assessment	Summary of performance and assessment data
Supervisors/ Administrators	Demonstrated performance Interactive, individual or group assessment	Summary of performance and assessment data
<b>Level 3. Organizational Support</b>		
<u>Audience</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
Individuals	Quarterly completion reports to administrators	Annual summary of completion
Supervisors/ Administrators	Follow-up Observations Quarterly Completion Reports	Annual summary of completion
<b>Level 4. Participants' Use of New Knowledge and Skills</b>		
<u>Audience</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
Individuals	Site Observations	Incidents/Accident Reports Workers' Compensation Data Performance Appraisal
Supervisors/ Administrators	Performance Review	Incidents/Accident Reports Workers' Compensation Data Performance Review
<b>Level 5. Student Learning Outcomes</b>		
<u>Level of Impact</u>	<u>Mid-Year Evaluation</u>	<u>End-of-Year Evaluation</u>
Individuals	Student impact is indirect	
Supervisors/ Administrators	Student impact is indirect	