

Responsible Person(s)

Activities

Documents

EH&S Coordinator/  
Departmental Coordinators

Associate Dean  
Research and Extension

EH&S Coordinator

EH&S Coordinator

EH&S Coordinator

EH&S Coordinator

EH&S Coordinator

Department Heads

Associate Dean  
Research and Extension

EH&S Coordinator

Prepare Meeting Optimizer; Review Changes to Processes and Organization

Discuss Suitability, Adequacy and Effectiveness of EH&S Programs

Review Discovery Process

Discuss Alignment of Significant Aspects and Hazards with Projects

Review Communications from Interested Parties

Review EH&S Assessment Report Summaries

Provide Management Discretion Feedback

Approve Path Forward

Post Meeting Optimizer Minutes on EH&S Web

Previous Meeting Minutes, Internal and Third Party Documents

EH&S Standards of Practice

Risk Assessment Matrix

Significant Aspects and Hazards

Communications Log

EH&S Inspection Reports

Objectives & Targets Action Plan

