
Objectives & Targets Action Plan

Environmental health and safety issues impact each Department of KSU's College of Agriculture. Actions you may take to create and maintain a safe work environment and reduce your environmental footprint can materially impact your department. The steps to a sustainable environmental health and safety organization include committed management, engaged staff, feasible business strategy, gap analysis, creating SMART goals, and integrating environmental health and safety into the core values and daily activities of the College.

The following review of SMART goals should help you develop or expand on an environmental health and safety strategy. Starting, running and growing an environmental health and safety sustainable organization takes significant time, resources and financial commitment. The greater level of specificity you employ in establishing SMART goals, the more prepared your department should be for improving your health and safety performance and in reducing your environmental footprint. If you need assistance in developing SMART goals in the Project Initiatives worksheet, please contact the EH&S Office.

SPECIFIC: A specific goal has a greater chance of being accomplished than a general one. To set a specific goal answer the six "W" questions:

Who: Who is involved?

What: What do I want to accomplish?

Where: Identify a location.

When: Establish a time frame.

Which: Identify requirements and constraints.

Why: Specific reasons, purpose or benefits of accomplishing the goal.

MEASURABLE: Establish concrete criteria for measuring progress toward the attainment of each goal you set.

When you measure your progress, you stay on track and reach your target dates.

To determine if your goal is measurable, ask questions such as...

How much?

How many?

How will I know when it is accomplished?

ATTAINABLE: When you identify goals that are most important to reducing risk, you develop the attitudes, abilities, skills, and financial capacity to reach them. You begin seeing previously overlooked opportunities to bring yourself closer to the achievement of your goals.

REALISTIC: To be realistic, a goal must represent an objective toward which you are both willing and able to work. A goal can be both high and realistic, You are the only one who can decide just how high your goal should be, but be sure that every goal represents progress.

TIMELY: A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency.

EXAMPLES: By 12.31.15, develop a comprehensive training program for the two departments with the highest number of ergonomic-related injuries; By 08.31.16, complete a systematic assessment of the top ten hazardous jobs revealed in the hazards analysis assessment across COA; By 03.31.16, update the WPS training program based on EPA's October revisions to the Worker Protection Standard beginning with a feasibility and needs assessment; To foster a sustainable EH&S program, develop, secure buy-in and put in practice EH&S Design Guidelines by 12.31.16.

Objectives & Targets Projects

Project Number	Category	Project Plan/Production Agreements	Project Manager	Start Date	Status	Completion Target Date	Not Started ○ On Target ■ Complete ✓ Issues ◆	Completion Date
							■	
							◆	
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