

ELEMENT D. - AIPP GOALS

DGS strives to prevent occupational injuries and illnesses through its Accident & Illness Prevention Program (AIPP). This Element D outlines the methods used to develop, communicate, and evaluate the agency's goals in this endeavor.

Goal Development

Responsibilities: DGS' Safety Coordinator is responsible for the development of safety goals and progress reports for each fiscal year. Those assisting the Safety Coordinator in this process include:

- DGS Safety Committee Members
- Bureau Director & other senior management at the Director's discretion
- Human Resources Personnel as needed
- Safety Consultants

Once drafted, the goals and progress reports are shared and discussed with the Safety Committee before being submitted to senior management (Agency Head, Deputy Secretaries, and/or Bureau Directors) for approval.

Criteria: The agency's goals will be specific, measurable, achievable, relevant and time-bound.

Performance Indicators: Leading and trailing performance indicators are used to drive and measure performance.

Leading indicators are tasks undertaken to proactively prevent accidents and illnesses. They include safety training, furnishing and using personal protective equipment, developing and enforcing machinery use rules, and many other requirements within the AIPP's Elements & Protocols.

Trailing indicators are measurements of the outcomes, such as the number and cost of accidents. They are used to measure progress towards goals, and to update goals for new time periods. Frequency, the number of claims that occur in a given time period, is DGS' primary trailing indicator.

Goal Communication and Evaluation

Intra-Agency Communication: After discussion with the DGS Safety Committee, annual goals and progress reports are provided to the Bureau Director, who reviews, amends, approves, and shares them with other members of senior management as he sees fit. Upon approval, they are updated within this Element D and published on DGS' web site.

Inter-Agency Communication: DGS's Safety Coordinator provides copies of DGS' goals and progress reports directly to the Office of Administration (OA) after they are approved.

Evaluation: DGS' safety goals are formally evaluated twice a year: once prior to publication of the new fiscal year's annual goal, and once prior to publication of the mid-year progress report.

Recordkeeping

All records pertaining to the AIPP goals are maintained by the Safety Coordinator and will be kept at Room 403, North Office Building, Harrisburg, PA.

Following is a list of the records maintained:

- Approved goals with dates of development and outcome
- Approved progress reports
- Copies of correspondence communicating the goals inside and outside of DGS
- Names and titles of individuals involved in the AIPP goals processes

Pennsylvania Department of General Services
Goals and Objectives
For Fiscal Year 2017 / 2018

Goal: Reduce claims by 3%.

Objective	Action Items	Performance Indicator / Due Date	Status
Perform loss and data analysis.	<ul style="list-style-type: none"> Review and analyze injury loss reports. Review claim reports. Review accident investigation reports. Develop injury analysis report and communicate injury statistics. 	<ul style="list-style-type: none"> Identify most frequent injury types. Identify most costly injuries. Identify work locations with high injury rates. Communicate information to management. 	<p>4-3-18: Ergo & ST&F</p> <p>4-3-18: ST&F</p> <p>4-3-18: in progress</p> <p>4-3-18: QIIR published</p>
Identify work procedure and training needs.	<ul style="list-style-type: none"> Conduct hazard assessments and workplace inspections. Evaluate safety policies and procedures. Review operations, job types, and work locations. Review operations, tasks, and equipment. Review Training records. 	<ul style="list-style-type: none"> Hazard assessments completed. Self-assessment and report completed. Work procedures identified. Affected work locations and employees identified. Training needs identified. 	<p>4-3-18: ongoing</p> <p>4-3-18: in progress & continuous</p> <p>4-3-18: in progress & continuous</p>
Develop and implement necessary work procedures and training.	<ul style="list-style-type: none"> Target most frequent and severe injury types. Develop safety policies, procedures, and training. Communicate information to managers and supervisors. Provide train-the-trainer to identified staff. Provide training to all employees. Assess and provide necessary PPE, equipment, or safeguards. 	<ul style="list-style-type: none"> Develop back safety program and training. Training provided to identified or affected employees. Corrective actions implemented. 	<p>4-3-18: in progress & ongoing</p>