

## D. GOALS

DGS strives to prevent occupational injuries and illnesses through its Accident and 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 could include:

- DGS Safety Committee Members
- Fire, Safety, and Environmental employees
- Bureau Director and other senior management at the Director's discretion
- Human Resources personnel
- Safety Consultants

Once drafted, the goals and objectives are shared with the Director of the Bureau of Facilities Management and the Deputy Secretary for Property and Asset Management 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 incidents. They include near miss reporting, safety training provided, safety hazards identification/reported, furnishing and using personal protective equipment, developing and enforcing machinery use rules, and many other requirements within the AIPP's Elements and Protocols.

Trailing indicators are measurements of the outcomes, such as the number and cost of workers' compensation claims. They are used to measure progress towards goals, and to update goals for specific time periods. The number of claims during a specific period is DGS' primary trailing indicator.

### Goal Communication and Evaluation

Intra-Agency Communication: Annual goals and objectives are provided to the Bureau Director of Facilities Management and the Deputy Secretary for Property and Asset Management, who reviews, amends, approves, and shares them with other members of senior management if they see fit.

Inter-Agency Communication: The Safety Coordinator provides copies of DGS' goals and objectives to the Office of Administration (OA) upon request.

Evaluation: DGS develops quarterly injury data reports while the Office of Administration develops injury data reports based on the rate-based goals and hours work semi-annually.

<b>Recordkeeping</b>
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All records pertaining to the AIPP goals and objectives are maintained by the Safety Coordinator for the current fiscal year and previous two.

Following is a list of the records maintained:

- Approved goals and objectives

- Progress reports

- Copies of correspondence communicating the goals and objectives inside and outside of DGS