

A Unique EH&S Management System Designed on an Open Software Platform

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The Issue



- Lots of data, files and information
- Limited administrative support
- Need for quick access to information
- How to provide information to other managers
- Organization in a fast-paced environment

The Search

- Low cost
- Easy to use & maintain
- Secure
- Data transferable to existing programs
- Handle large amounts of data
- Supported by reputable company

The Solution for Wellesley

- EH&E – University Support Site
 - Shareware framework
 - Continual improvement & oversight
 - Company is:
 - highly regarded
 - has extensive EHS experience
 - has extensive IT experience



EH&E Overview

- Nearly 20 years of laboratory and hospital compliance management
- **Currently manage compliance**
 - > 3MM square feet research space
- Specialize in strategic support of “critical” environments (labs, hospitals, clean rooms)
- Strong engineering support
 - Commissioning, design reviews, forensics

Software Solution

- Microsoft® SharePoint® platform
 - Web-based collaboration software
 - Enables project teams to organize tasks, documents, and data in customized formats
 - Supports document libraries, databases, task lists, calendars
 - Integrates directly with all Office products

Relevant Features

- Solid platform for creating EH&S program
 - Built-in security (password protection)
 - Universal support (Microsoft)
 - Easily customized by user
- Web interface
- Absorbs all Office file types (Excel, Word, Access) (stated in last slide)

EH&S Program Benefits

- Provides program visibility and accessibility for multiple users
- Enables contributions from multiple sources
- Organizes program and helps track activities and issues reminders
- Enables sharing of existing tools
 - Lab inspection systems
 - Safety equipment testing
 - Web training systems
- Promotes and enhances communication
- Allows remote support

Support

Standard Site Services

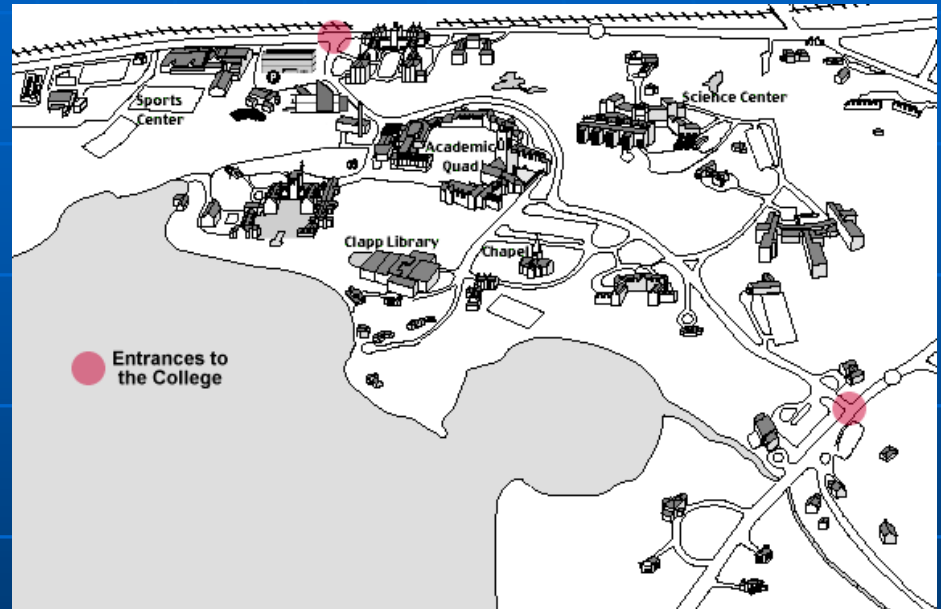
- Site Population and Customization
- Regular Updates to Templates & Tools
- Single Source for EH&S Questions

Expert Services (as needed)

- Program Assessments
- Document Review / Editing
- Consultation (all EH&S areas)
- Clerical Site Support

Information for Wellesley Includes:

- Campus Maps
- Contacts
- Employee Lists
- Annual Tasks
- Lab Info
- Surveys



Information/Lists

- Staff Training Records
- Regulatory Permits, Licenses, Reporting
- Campus Departments
- OSHA Written Programs
- EPA Written Programs
- Signs & Labels
- Chemical Database
- Building Information



- Documents**
- Pictures**
- Campus Maps
- Lists**
- Contacts
- Employee List
- Annual Tasks
- Lab Info
- Discussions**
- Surveys**
- NESCESA

Program Contacts

ASK EH&E

Announcements ▾

Title

There are no items to show in this view of the "Announcements" list. To create a new item, click "New item" above.

Add new announcement

General Program Information ▾

- Staff Training Records
 - Program Task List
 - Regulatory Permits, Licenses, Reporting
 - Campus Departments / Locations
 - Program Calendar
 - Web training accesss
 - Asbestos Database
 - Training Management
- Add new link

Environmental Compliance Program ▾

Select Item ▾

Occupational Health & Safety Program ▾

Select Item ▾

Biosafety Programs ▾

Select Item ▾

Fire and Life Safety ▾

Select Item ▾

Facility Safety ▾

Select Item ▾

Occupational Medicine Program ▾

Select Item ▾

Campus Building Information ▾

Select Item ▾



Resource Links ▾

- Glove Safety Chart
 - MSDS Sheets - links to vendor sites
 - CDC Biosafety Resources
 - NIH Guidelines Involving Recombinant DNA
 - OSHA General Lab Safety Topics
 - 21CFR Reports (Controlled Substances)
 - MA DEP Hazardous Waste Management Guidelines
 - EPA RCRA Resources Page
 - Surveys
- Add new link

Compliance Audits ▾

Categories (cont)

- Occupational Medicine Program
 - Hearing Evaluations
 - Lasers
 - BBP Vaccines
 - Pesticide Workers
 - Animal Workers



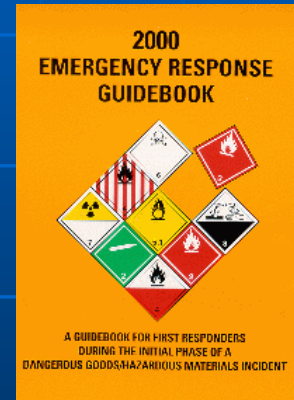
Lists: Name, Date of Exam, History, Department

Can Sort – by name, date, dept., type of training

Regulatory Permits

■ Fields

- Name DOT HazMat Permit
- Type Registration
- Date of Issue 7/1/2006
- Date Expires 7/1/2009
- Site Covered Entire Campus
- Fees \$775
- Task List N/A
- Notes
- Attachments Copy of DOT Registration



Access

- EHS Director – Superuser
- EHS Students & Consultants – Site Maintenance
- Facilities Management, Police, Science Center – Data Review – no changes
- NESCESA Benchmarking Group (only has access to review limited information)

Where We Are – One Year Later

EHS Information is now:

- easily accessible
 - available
 - transparent
- Have access to EHS experts as needed
 - Fits easily into the budget

