

EH&S MANAGEMENT SOLUTIONS CASE STUDY #1

“Our new EH&S compliance calendar saves us all a lot of reporting time, and gives us confidence that the program is on track at all times.”

– Patty Olinger, Emory University

PROGRAM ORGANIZATION AND REPORTING SOLUTION

Emory University’s EH&S department, which is comprised of five functional units, was challenged with assessing and reporting regulatory compliance requirements across all units. Each unit had developed its own unique system for tracking critical tasks and metrics, and the EH&S director had to query each unit independently to obtain a compliance status report.

EH&E created a workspace for each unit with a unit task list as a core component. The task list organizes all routine tasks performed by the units with assigned responsible parties and due dates. Regulatory compliance tasks are rolled up across all units into a centralized task list supported by an email alert notification system. The centralized list is available to the EH&S director via a management dashboard, displaying upcoming and overdue tasks at a glance. Email alerts are sent automatically on an escalating scale beginning 30 days prior to the due date until each task is marked as completed.

SYSTEM BENEFITS

- Overall EH&S department compliance status is available at a glance without emails to unit members.
- The notification process for upcoming and overdue tasks is now automated, saving administrative time.
- Metrics are easily tracked, such as on-time completion rates and tasks completed by each unit to-date.
- Units remain autonomous, with the ability to customize each workspace to meet individual needs.