

2018 Objectives and Targets

Quality, Health, Safety, Environmental, and Energy Objectives and Targets for Calendar Year 2018

Code: Q = Quality H = Health S = Safety E = Environmental En = Energy

Category	Objective	Target	Assurance	Responsible
Q/E	Improve the quality of the purchasing process while reducing paper usage.	Develop, test, and implement an inclusive electronic requisition program for the vessels and Main Office location.	Program will assure proper workflows are followed before requisitions are submitted.	Purchasing Manager
Q	Use new policy to improve the contract review process, and measure customer satisfaction.	100% of new contracts to go through a complete process, using vessel contract summary forms, vessel contract order forms, and business review surveys.	Quarterly and year-end reports on quality/customer satisfaction; customer feedback to be reviewed at Management Review Meeting(s).	Operations Managers, QHSE Coordinator
Q	Verify that preventative maintenance is being conducted as documented.	10 inspections of vessel preventative maintenance programs to be conducted each quarter.	Maintenance Dept. to conduct inspections and measure how many are being done.	Maintenance Dept.
H	Maintain sanitary conditions in food preparation areas.	Annual vessel and shoreside galley inspections (for vessels, 1 inspection per active vessel, to be included in annual overall vessel inspections).	QHSE Dept. to track inspections throughout the year.	QHSE Coordinator, Maintenance Dept., Shoreside Galley Personnel
H	Educate the shore-based staff about ways they can improve their health.	Quarterly health tips to be displayed in the Main Office cafeteria.	Research/knowledge of GMS health specialists.	QHSE Coordinator
H/S	Ensure shoreside staff are adequately trained on the health and safety hazards of their workplace.	Release annual computer-based training (CBT) to entire Main Campus staff through ISNetwork. Training to be based on common industry hazards and OSHA regulations/guidelines.	Staff participation to be tracked using the ISNetwork interface.	QHSE Coordinator
S/E	Reduce the occurrence of the most common types of incidents as recorded in the fleet throughout the past three years.	100% active fleet participation in annual Hazard Hunt targeting hazards identified over the past three years in reports of injuries, near misses, and spills to the environment.	Progress can be tracked using the UniSea Documents module.	Vessel Masters, QHSE Coordinators
S	Ensure vessels are crewed with appropriately licensed/certified mariners.	Onsite or remote audits of 100% of manning agencies used by year's end, including development of a checklist to target appropriate areas of questioning.	Quarterly check on progress.	QHSE Coordinator
S	Reduce injuries caused by lack of situational awareness.	Reduction by 10% (adjusted for size of active fleet) compared to 2017.	Fleet-wide memos, onboard and QHSE Technician safety meetings	Vessel Crews, QHSE Coordinators, QHSE Technicians
E	Reduce waste to landfill from shoreside operations.	Continue progress on expansion of shoreside recycling program: place 8-yd. dumpster and recycling receptacles in approved main campus locations by year's end. Evaluate effectiveness of digital record keeping in reducing landfill waste.	Contract with Republic Waste Services, select appropriate containers through approved vendor.	Environmental Coordinator, Purchasing Dept., Main Campus building authorities

Category	Objective	Target	Assurance	Responsible
E	Ensure our hazardous waste streams are being managed effectively from cradle to grave.	By year's end, develop an audit form, create the expectation of annual or bi-annual audits as appropriate, and perform first audit of hazardous waste reception facility.	Effective communication with service provider. Audit of facility with follow-up through our auditing process.	Environmental Coordinators
E	Reduce spills from liquid mud circulation.	20 grades by year's end of vessel risk assessments for internal LM circulation.	Use of Risk Assessment Rubric.	Environmental Coordinator
En	Ensure vessel crews are working to reduce emissions associated with fuel burn by ship-specific plans and practices.	Develop clearer expectations for vessel-specific Ship Energy Efficiency Management Plans (SEEMPs). Develop examples and applicable forms, and share fleet-wide.	Information to be distributed to fleet through UniSea Bulletins and Managers' QHSE Meeting packets.	Environmental Coordinator, QHSE Technician

References

TYPE	TITLE	NUMBER
Attachment	2017 Objectives & Targets YE Summary.pdf	N/A
Attachment	2018 Objectives & Targets Q3.pdf	N/A