
Human and Quality Resources Report September 2016

ISO.

The ISO external audit will take place October 5th and 6th. The audit will be conducted to the new standard, two auditors will be here to conduct the audit. Work is continuing on revisions to the quality manual.

STAFFING.

Maintenance

Due to a resignation and retirement there is a recommendation for two custodians on the agenda in September.

Professional

The new Electrical Engineering Instructor will begin on September 20th. Weekly meetings are being held for the four new instructors and their mentors. Topics are assigned each week and well as an open format for them to ask any questions they might have. Feedback will be gathered as sessions are completed in order to make the induction plan and mentor program stronger.

PIMS.

Data is being validated for the current staff to prepare for the PIMS reports that will need to be completed. Changes to the process are being investigated for the 2016-2017 year.

SAFETY AWARENESS COMPLIANCE AND TRAINING.

A safety awareness audit was conducted to ensure that Erie County Technical School is utilizing the cogent system and the information received from it appropriately. The audit report has been received and Erie County Technical School has been found to be in compliance. In order to continue compliance Safety Awareness Training will need to be conducted. Two levels will be conducted based on the access the person has to the information.