**Environmental Safety and Health Software Launch**

6.2.16

Purpose: WVU to launch a new software system that combines three different existing reporting systems (or lack of systems)

Points of Contact:

1. Goals Overview
	1. To explain/educate people as to what the software is and that it is changing the way they train, completed medical management requests, and report on the job injuries.
	2. To encourage people to begin adopting the software right away
	3. To inform people that the existing practices will no longer be followed beginning January 1
2. Background and Current Status
	1. WVU to launch new software in August that allows users to do the following
		1. Be scheduled by Occupational Medicine for surveillance
		2. Report WVU-related injuries
		3. Complete training for Environmental Health and Safety
		4. Allows supervisors to see if employees can be cleared for return to work
		5. The system will send emails to people alerting them to check the system.
		6. Login will be through the MyAccess system
3. Audiences
	1. Primary
		1. Facilities and Services
		2. Research employees
		3. Academia who serve as P.I.s on grants that require training in safety hazards
		4. Extension
		5. Dining Services
		6. Student Affairs
		7. HSC
	2. Secondary
		1. All other payroll employees on all WVU campuses
4. Messaging
	1. Training and learning is available to keep the university compliant
	2. This system will be used to register for and track medical management
	3. Report injuries through the system
	4. Medical surveillance (monitoring for “fit to return to work”) will be completed and scheduled through the system
5. Timeline
	1. Soft launch in August that includes “train the trainer sessions”
	2. Full implementation in January 2017
6. Action Items and Deliverables
	1. Name for system
	2. Wordmark/graphic identifier for software
	3. Presentation template design
	4. ENEWS announcements
	5. Posters to hang near time clocks or elevators
	6. Giveaway items (This is dependent on your budget. We recommend a keychain if you decide to move forward)
	7. Wallet cards with key points of info and link for how to access system
	8. Announcements on existing reporting link pages where you download current forms
	9. Social media posts
	10. Research Corp announcements – unless they already get all WVU announcements?
7. Timeline
	1. July 1 – graphics created and signed off on by EHS
	2. July 25 – PowerPoint Template
	3. Aug 15 – Posters and Wallet Cards
	4. Flexible dates – news and social posts will be determined by training sessions or official launch info