

|  |                                     |
|--|-------------------------------------|
| <b>The University of North Texas at Dallas Policy Manual</b> | Chapter 12.000                      |
| <b>12.004 Risk Management</b>                                | <b>Campus Safety &amp; Security</b> |

**Policy Statement.** The University is committed to protecting and conserving university resources. The University seeks to conduct all operations safely, preventing accidents, injuries or illnesses involving its students and employees; protecting property and the environment from damage; preventing and mitigating conditions likely to interrupt the University's ability to fulfill its academic mission; and analyzing exposures to determine risk financing measures. To accomplish these goals, the University establishes a risk management program that takes reasonable and practical steps in safeguarding students, employees, visitors, property and operations.

**Application of Policy.** This policy applies to all employees.

**Overview of Responsibilities.** UNT has established the department of Risk Management Services (RMS) to facilitate a comprehensive risk management program encompassing core areas of responsibility. RMS provides service and support for the main UNT campus, with a broad array of technical and consultation services provided to the System and UNT Dallas. The role and scope of RMS operations fulfills the following three primary responsibilities:

1. A moral responsibility to provide a safe and healthful environment for students, faculty, staff, visitors, and the surrounding community.
2. A legal responsibility to comply with state health and safety regulations and local and federal standards as they may apply.
3. A financial responsibility to minimize the number and severity of workers compensation/general liability injuries and property losses.

UNT Dallas recognizes that a complete risk management program, adequately funded and properly staffed with risk management, insurance and safety professionals, is an essential ingredient in maintaining a safe and healthy environment at the University, where risks are identified, prevented, reduced and controlled, and where costs are contained through appropriate analytical methods and risk financing measures. In order to maintain a comprehensive risk management program UNTD contracts with UNT RMS for several key services through an interagency agreement.

**Process.**

1. Establish and administer programs that promote risk identification, avoidance, reporting, correction and control, as well as compliance with pertinent federal, state and local regulations.

Responsible Party: VP Finance & Administration and HR Director

2. Coordinate with Executives, Deans, Directors and Departmental Chairpersons to establish responsibility for risk management activities that meet all codes and standards pertaining to health and safety of all employees and personnel associated with the University.

Responsible Party: VP Finance & Administration, HR Director, and UNT RMS Director

3. Maintain a safe work, study and residence environment.

Responsible Party: Deans, Directors, and Departmental Chairpersons

4. Assign responsibility for safety as required, and designate building representatives and safety representatives to assist the RMS department problem resolution, or when safety consultation is required.

Responsible Party: Deans, Directors, and Departmental Chairpersons

5. Comply with safe work practices, be responsible for identification and reporting of unsafe conditions or practices, and maintain correct use of assigned safety equipment.

Responsible Party: Employees and Staff

6. Immediately report all accidents, injuries and first aid incidents to the immediate supervisor, professor and/or the University Police Department, and provide full cooperation in subsequent investigations conducted by the University.

Responsible Party: Employees and Staff

7. Provide risk management, insurance, environmental health, and safety technical service support to all areas of the University.

Responsible Party: RMS

8. Coordinate insurance coverages and recommend other risk transfer and financing techniques to protect university resources from loss.

Responsible Party: RMS

9. Administer insurance procurement process for all lines of insurance.

Responsible Party: RMS

10. Coordinate workers' compensation, return to work, and general liability claims management programs.

Responsible Party: RMS

11. Facilitate required reporting of incidents to State Office of Risk Management.

Responsible Party: RMS

12. Complete semi-annual Life Safety Code building inspections.

Responsible Party: RMS

13. Complete semi-annual food health inspections of dining facilities according to the Texas Food Establishment Rules.

Responsible Party: RMS

14. Issue and track hot work permits.

Responsible Party: RMS

15. Perform safety inspection and stand-by for confined space entry.

Responsible Party: RMS

16. Provide consultation for Stormwater management planning and compliance activities.

Responsible Party: RMS

17. Provide consultation on air reporting and permitting.

Responsible Party: RMS

18. Coordinate annual environmental reporting efforts associated with TCEQ STEERS annual waste summary, TDSHS Tier II chemical bulk quantities, and EPA air reporting.

Responsible Party: RMS

19. Coordinate hazardous waste removal, storage and vendor disposal process.

Responsible Party: RMS

20. Review chemical purchases and provide Material Safety Datasheets to purchasers.

Responsible Party: RMS

21. Assist in administering industrial hygiene measures.

Responsible Party: RMS

22. Provide consultation for laboratory safety, including inspections, training, and inventory.

Responsible Party: RMS

23. Provide asbestos-related consultation for construction, renovation and maintenance activities.

Responsible Party: RMS

24. Provide consultation in establishing and maintaining emergency preparedness activities.

Responsible Party: RMS

25. Investigate, evaluate, and recommend corrective actions (when required) for safety hazards reported or identified.

Responsible Party: RMS

26. Consult on chemical and biosafety safety equipment.

Responsible Party: RMS

27. Perform plan reviews for safety-related concerns (fire, life, environmental, laboratory and food health safety).

Responsible Party: RMS

28. Provide consultation for establishing medical protocols and alerts.

Responsible Party: RMS

29. Manage approvals of drivers of University-provided vehicles.

Responsible Party: RMS

30. Administer DOT Random Alcohol and Drug Testing program.

Responsible Party: RMS

31. Review events for insurance and safety concerns.

Responsible Party: RMS

**References and Cross-references.** None.

Approved: 8/31/2010

Effective: 9/1/2010

Revised: