RISK MANAGEMENT COMMITTEE

POLICY

The mission of the Committee is to recommend institutional policy guidelines and accepted procedures to minimize and control SDSM&T’s risk of loss while promoting a safe and healthy environment for the students, staff and campus guests. The Committee will take an active role in making recommendations on campus risk management issues including lab safety, hazardous material management, emergency response planning, disaster recovery planning, campus crime and any other issues dealing with student, employee, systems, and facility risk management.

PROCEDURES

1. The committee will consist of a chairperson (Campus Environmental Health and Safety Manager) and members from the following areas: Chemistry Storeroom, Residence Life, Business Services, College of Engineering, College of Letters and Science, Facility Services, and student representatives. The following areas will provide representation on an as needed basis: ITS, Counseling, Human Resources, University and Public Relations, and any other area required. The chair will be the contact for State Risk Management Office.

2. The committee chair is responsible for the coordination of licensing requirements for environmental health and safety activities and retaining records of the activities. It is essential that the operational activities involving hazardous materials on campus fully comply with all federal, state, and local guidelines and regulations. The Vice President of Business and Administration is responsible for insuring compliance with the appropriate guidelines and regulations.

3. In carrying out its charge, the committee shall provide guidance to the Environmental Health and Safety Manager for the following:
   A. Conduct facility inspections to identify and address safety hazards.
   B. Review losses, including worker compensation trends or situations requiring loss prevention efforts.
   C. Review and ensure policies and procedures remain current, are communicated to all employees and enforced.
   D. Coordinate emergency response drills, where applicable. Conduct documented evaluation of these drills.
   E. Determine loss control and safety related training needs to include the identification, handling, storage and disposal of hazardous materials, and develop a plan of action to ensure necessary training is accomplished.
   F. Ensure first aid kits are conveniently located through out campus and remain adequately stocked.
   G. Ensure the personal protective equipment needs are met.
   H. Develop and conduct loss control and safety orientation programs for new employees

4. Meeting minutes will be published to the team after every meeting. The Vice President of Business Administration or designee will distribute the meeting minutes to other areas of campus as necessary.