

MINUTES OF THE RISK MANAGEMENT COMMITTEE MEETING

Meeting Occurred:

Thursday, June 24, 2004 10:00AM
Clifton Robinson Tower, 8th Floor Conference Room

Members Present:

Warren Ricks, Chair		
Jim Broaddus	Jess Kelly	Josh Waits
Jim Doak	Leigh Ann Moffett	Karen Wash (for Juan Alejandro)
Chris Holmes	Adam Moore	
Jim Karban	David Ortiz	

Members Absent:

Juan Alejandro
Paul Carr
Jaffus Hardrick

Welcome:

Warren Ricks, Chairman, welcomed everyone to the meeting and congratulated Adam Moore on his new role as Coordinator for Safety & Citizenship Education with Campus Living & Learning – Student Life.

Review of Last Meeting Minutes:

The last meeting minutes will be sent to the committee members by email for their individual review and comment.

New Business:

Policies for Review - Leigh Ann Moffett presented the Decorations Policy and stated that this policy would cover any area on campus that would have an event where decorations would be used. It would not be limited to holiday decorations but would include any temporary, special event decorations. It is not a policy for resident hall rooms as they have their own policies, but could be used as a guideline. It was suggested that the scope be revised to clarify that this policy is for holiday and temporary events. It was also suggested that the title be revised to "Holiday Event Decorations Policy". Regarding the Open Flames section, it was noted that some buildings or groups have more restrictive policies. Sororities using candles in their initiations would still need written approval from the Department of Risk Management. Upon receipt of a request to use candles, Leigh Ann will meet with the Facility Coordinator for approval. It was asked how this policy would be communicated to the students and suggested that it be provided to Tam Dunn, Coordinator of Panhellenic, and David Ortiz, Director of Student Activities for dissemination to the individual student organizations. The recommended changes were made and a motion was made by Leigh Ann to approve the Decorations Policy as modified. The motion was seconded, Warren Ricks asked for any discussion, then called for a aye/no vote. The motion passed unanimously.

Oral Report – Fire & Life Subcommittee – Leigh Ann Moffett reported that the subcommittee meeting was spent going over the Decorations Policy and that much progress had been made.

Oral Report – Occupational Health & Safety – Josh Waits reported on the first meeting of this subcommittee. The committee consists of Frank Chapa, ARAMARK Safety/Training Coordinator; Ben Robert, Asst. Coordinator for Student Life Facilities; Randall Brown, Associate Director of Compensation & Benefits (soon to be replaced by Barbara Carbajal); Rene Massengale, Assistant Professor Biology Department; Sherry Cook, Libraries Facilities

Coordinator; Robbie Barber, Assistant Professor Arts & Sciences; and Sgt. Skip Goedeke, Baylor DPS. Great energy and excitement was exhibited by this new committee and interest was shown in additional communication between the quarterly meetings. Josh reported that the "Accident Reporting and Investigating Procedures" are now on the Risk Management Website. The "1st Report of Accident/Injury" form is a fillable form that goes to Compensation & Benefits and OH&S Departments. Some minor revisions to the form will be made to make it more efficient. Warren Ricks added that the next policy for OH&S review would be the Golf Cart Policy. They are used extensively during Welcome Week and equipment must be added to all carts, i.e. identifiers, strobes, etc.

Oral Report – Lab & Radiation Safety – Jess Kelly reported that the Lab Safety Subcommittee couldn't meet because 50% of the members were on vacation. The Radiation Safety Subcommittee met with $\frac{3}{4}$ of the members in attendance to discuss radioisotope procurement on campus. The university presently has 4 radioactive licenses and 6 registration licenses active. There is a need for a broad scope license instead and the committee is working on procuring this license. A policy has been established that any use of isotopes must be approved by the committee in advance.

Review of Recent Incidents:

Josh Waits reported that there were nine reported injuries this quarter, three of which were slips, trips and falls. This figure is down from last quarter, due mainly to less people on campus and a difference in reporting periods. Two of the injuries occurred on field trips – one spider bite and one squirrel bite. Josh has followed up on all reports and counseled the department chairs on safety. There were 83 complaints of odors in the Towers, only two of which actually submitted reports. Those two were moved to another location. A student was injured in the Chemistry Lab while pulling a thermometer from the plastic sleeve. The thermometer broke and cut the student on the hand. The student went to the Health Clinic, it was after hours and the clinic was closed, so the student went to the ER at Hillcrest. That is all that was on the report and Josh is trying to get more details. The student has requested reimbursement of charges over what her insurance is paying and was referred to Howard Dudgeon, Director of Insurance Services. Warren Ricks asked whether the mercury thermometers would be replaced with newer, safer technology. Jim Karban said they have in some locations, but that mercury thermometers were required in some applications. Procedures for their use may need to be modified. Josh reported that he would like to trend out the injury reports for future meetings and will work with Randall Brown on this.

Warren Ricks reported that a canoe with two students aboard had swamped on the river. The students swam ashore, but the canoe was lost. He will question Kim Scott as to whether boat traffic is stopped when the river is running fast.

Warren reported on water damage to North Village. All four floors were involved when a condensation line broke. Building Risk Insurance covered the claim and the line was re-engineered and corrected.

Old Business:

The Driving Policy was submitted for approval. A question was asked as to whether the Van Course was online and Warren said it was. Adam Moore asked whether the phone number in Item V.N, "In case of an accident..." is accessible after hours and Warren said that leaving a message on the voice mail would be appropriate. Jim Doak asked how this policy would be disseminated. It was suggested that it be put on POD and Flash and that notice of it be submitted by email to all employees. Jim Doak also suggested it might be mentioned at W.O.W. Warren said it would also be on the Risk Management Website. A motion for approval was made by Jess Kelly and seconded by Jim Broaddus, Warren Ricks asked for any discussion, then called for a aye/no vote. The motion passed unanimously. The policy will now be sent to Rick Creel for Executive Council approval.

Meeting Dates:

It was agreed that the next meeting date would be Thursday, September 23, 2004, at 10:00 AM in the CRT 8th Floor Conference Room, Development Office.

Open Forum:

Warren Ricks is working on a policy simulating a Texas A&M model of having a student in each organization trained in Risk Management to facilitate prevention of risk in student activities. Adam Moore is also working off this model to classify the organizations into levels of risk and has created a summary report which he will share with Warren. Warren will coordinate with Adam regarding involvement of applicable departments.

David Ortiz is moving on to be Special Assistant to Dub Oliver and will remain on this committee in his new capacity. Lisa Dunman will be the new Director of Student Activities and should be included as a new committee member.

BSL3 (Biosafety Level 3, one of four classifications for biologic research designated by the federal Centers for Disease Control and Prevention) was discussed as a possible addition to Baylor. More information is needed before further discussion.

Warren Ricks thanked everyone for attending and the meeting was adjourned.

Respectfully submitted,

Susan Reece

Admin. Assist. III
AVPOF