

MINUTES OF THE RISK MANAGEMENT COMMITTEE MEETING

Meeting Occurred:

Thursday, October 20, 2005 1:00 PM

Pat Neff – Conference Room 300

Committee Members:

(P) Present (A) Absent

P	Alejandro, Juan	P	Mobley, Albert
A	Carr, Paul	P	Moffett, Leigh Ann
P	Doak, Jim	P	Moore, Adam
P	Edwards, Darrell	A	Patton, Jim
P	Hardrick, Jaffus	A	Piziak, Bob
P	Holmes, Chris	P	Ricks, Warren – Chair
A	Karban, Jim	A	Rudd, David
P	Kelly, Jess	P	Waits, Josh
P	Mitchell, Jimmy		

I. Welcome:

The meeting was called to order by Warren Ricks, Chairman, at 1:10 PM. He welcomed everyone to the meeting.

II. Review of Last Meeting Minutes:

Copies of the last meeting minutes were given to committee members for their review. There were no questions or comments. A motion to approve was made by Jess Kelly and seconded by Jim Doak. All present approved and the minutes will stand as written.

III. New Business:

a. **Report – Fire & Life Safety Subcommittee** – Leigh Ann Moffett reported that this committee held their last meeting on September 27, 2005 during which they discussed and evaluated their progress on a list of policies to be reviewed. Some of these policies are already on the Risk Management website and some have been written but not uploaded to the web. The next meeting is scheduled for October 25, 2005 and then monthly thereafter.

b. **Report – Occupational Health & Safety Subcommittee** – Josh Waits reported that since the last parent committee meeting, this subcommittee finalized and approved the Swimming Pool Safety policy, being presented for approval here today. The next meeting will finalize the Theatre and Stage Safety policy. Josh acknowledged that Ben Robert had a large input in the Swimming Pool Safety policy, utilizing a lot of information obtained through the Texas Department of Health. Jess Kelly asked if Brothers Management had been informed of this policy and who would be checking their pools for compliance. Josh said that they had been informed and that Campus Living and Learning would be responsible for monitoring their compliance. He also said there was no new signage required as it had already been done recently and all pools are up to standard. Chris Holmes questioned whether paragraph Y under Patron Responsibilities regarding lap swimming was necessary. Josh agreed to delete this paragraph as we would be unable to enforce it. Chris also suggested that all warnings should be adequately posted and a copy of this policy be laminated and posted somewhere at the pools. Jess suggested that the policy should be included in all move-in packages for Brothers Management. After deletion of paragraph Y, a motion to approve this policy

was made by Chris Holmes and seconded by Darrell Edwards. All present approved and the motion passed.

c. Report – Radiation Safety Subcommittee – Jess Kelly reported that his subcommittee had met several times and had finalized the Radiation Safety Manual. It has been approved unanimously by all subcommittee members. It is complete and compliant. Jess also noted that Chris Kearney has left the subcommittee and they have added Dr. Myeongwoo Lee. Chris Holmes requested that it be added to these minutes that, due to the highly technical nature of this manual, the Risk Management Committee is relying on the experience and expertise of the members of the Radiation Safety Subcommittee to draw up and approve the Radiation Safety Manual. With that being said, a motion to accept this manual was made by Jess Kelly and seconded by Jim Doak. All present approved and the motion passed. Jess also added an update on the Radiation Safety Specialist position. The position is still open and the search has been reopened. Since demand is higher than supply, they have decided to relax the requirements from a BA down to an Associates Degree.

d. Report – Lab Safety Subcommittee – Albert Mobley reported that this committee had not met this quarter, but had approved the Lab Safety Manual. It was reviewed by all members, except for three out of the ten, and unanimously approved by all seven reviewers. With the same stipulation that, due to the highly technical nature of this manual, the Risk Management Committee is relying on the experience and expertise of the members of the Lab Safety Subcommittee to draw up and approve the Lab Safety Manual, a motion to accept this manual was made by Albert Mobley and seconded by Jess Kelly. All present approved and the motion passed. Albert also reported that 23 lab inspections had been done since the last meeting with 252 deficiencies noted, for an average of 11 per lab. Most deficiencies were for signage, CHP, and GFCI info not being posted (stickers were not provided to many labs). Aramark is working on correcting this. The GFCI stickers must be applied by a certified electrician. There were 600 liters of liquid and 100,000 pounds of solid waste material removed from 14 labs in the Sciences Building and shipped offsite. Jess Kelly commented that 65 – 80% of the waste cost had been cut by Albert since he took this position. Jess also made a motion to create an ad hoc committee on Indoor Air Quality to report on mold and other air quality issues on campus. Warren Ricks asked him to formalize the process and report on it at the next parent committee meeting.

e. New Policy 3.5 – Policy Approval Process – Warren Ricks reported that since the Department of Risk Management now reports to the Office of General Counsel, the approval process for policies has changed. Charlie Beckenhauer wants the policies to go to the Executive Counsel for their review. This gives them an opportunity to know what is going on with regards to policies for the university. They will have 10 business days to review and approve the policy. Silence is approval, so if no response is received within that time frame, the policy is considered approved and will be signed off by Warren Ricks, Charlie Beckenhauer and Reagan Ramsower. A draft of this policy is with Charlie Beckenhauer now.

IV. Review of Recent Incidents – Josh Waits:

Josh reported that there were 17 incidents since last meeting, 10 of which were slips, trips and falls. Among the incidents was a chemical exposure, a burn, a laceration and an ergonomic issue. There were 14 incidents in the same reporting period last year. There were more near misses and less claims reported this period. Josh then reported on his routine duties, as requested by Jess Kelly. These include bi-weekly inspections of the older call boxes on campus which have not yet been replaced by the newer models which alert DPS via software of any internal problems, and monthly visual inspections of the 26 AED units with an annual full diagnostics inspection. He will be upgrading these AEDs with pedi-pads for those facilities that have children present. There is also a monthly inspection of the facilities at Piper Child Development Center including reviews of all incidents reported, i.e. biting, scratching, slips, trips, falls, skunks, ants, etc. Finally, there are training

classes in ergonomics, new employee WOW, bloodborne pathogens, and AEDs for buildings equipped with them.

V. Review of Recent Incidents – Darrell Edwards:

Darrell reported that there have been 34 claims this period for a total of \$34,807. Seventeen were auto claims, six property losses (electronics, projectors, laptops), and eleven thefts. Darrell noted that he will have costs of injury claims at the next meeting, but that costs were down from last year. Warren commented that an email had gone out from Dr. O'Brien encouraging everyone to lock doors and try to prevent thefts and he suggested checking with ITS for security devices for projectors and computers. Chris Holmes asked if we notify ITS and Jon Allen, Coordinator of ITS Security, when computers are stolen so that he would be aware of the theft in regards to any sensitive information that might be on the hard drive. Darrell responded that he did report computer losses to ITS but not to Jon Allen directly. Jess Kelly commented that, in the Risk Management Departmental meeting today, they were going to hand out "If I Were a Thief" cards as a fun pilot program to try to deter theft. The card would be placed on an object that was left in a position to be stolen and the owner of that object should then be more careful with its security. Jim Doak commented that this had been done before and had actually had the opposite effect by causing someone seeing the object and card to actually take the object. Jess said he would probably restrict usage to the Risk Management department only. Darrell then reported that there were two new forms on the Risk Management website for reporting Auto Accidents. The *Automobile Accident Reporting Guide* contains information on what to do if you are involved in an auto accident in a rental, dealer loaner or Baylor owned vehicle. The *Auto Accident Report Form* is used to report an auto accident to Risk Management.

VI. Old Business:

a. Review of the new Uninsured Loss Policy – A motion to table review of this policy until the next quarterly committee meeting, since representation from all areas was not present, was made by W. Ricks and seconded by J. Kelly. All present approved and the motion passed.

b. Review of Revised Driving Policy – Warren Ricks covered all changes to this policy. There were no questions. Juan Alejandro stated that the **Purpose** section could be reworded in a more positive way. There was no further discussion and a motion to approve this policy, with correction to the Purpose, was made by Warren Ricks and seconded by Jaffus Hardrick. All present approved and the motion passed.

Future Meeting Dates:

Warren Ricks noted that our next committee meeting is scheduled for 1/19/06. At that time, he will have a schedule for the remaining 2006 meetings.

Open Forum:

A motion to formally thank Susan Reece for her efforts in preparing for the meetings was made by Jess Kelly and all agreed. A list of action items presented in a meeting between Warren Ricks and representatives of several student groups are being addressed and resolved. They involved call boxes, lighting around dorms, and more bike racks. Plans are underway to add more ground lighting around the dorms. Some new bike racks will be purchased and some will be moved to more needed areas. Presently, bikes are being chained to the handrails at the dorms and this is an egress safety issue. Martin Hall is especially guilty of this. The student groups are trying to get the word out that this is not allowed. All dorms will get more racks along with the Sciences Building, McCrary, and other locations. This will take awhile as these racks must be permanently installed. Juan Alejandro asked what the high risk items were for Risk Management. Warren responded that they are summer camps on campus, foreign travel and disaster planning. We're working on several components of foreign travel and will want to plug into meetings with Juan's group. Jess Kelly said that EHS issues were

dorm safety, fire and life, etc. Potentially large liabilities were environmental exposures, but regulatory problems at the Sciences Building were not high as the building would confine any exposure. There are daily checks of individual exposures and Leigh Ann Moffett is handling fire and life safety at the Sciences Building. Josh Waits commented that the tunnel system is archaic, but essential to the campus. A state of the art alarm system has been added so there would be no more sneaking into the tunnels, which has been a large exposure. Darrell Edwards stated he will be working on insurance renewals for the next three months. This will involve getting values on items of fine art and other assets that may not be on a listed inventory. Content values are hard to come up with, are subjective and really need to be appraised by the owner when donated. Juan Alejandro stated that he has four notebooks with digital pictures of items on campus inventoried four years ago. Appraisers could use that to place values on the items. Darrell Edwards was interested and will come up with a process to address this issue.

There was no further business to discuss and the meeting was adjourned at 2:25 PM.

Respectfully submitted,

Susan Reece

Administrative Associate
Risk Management Department