

## **SAFETY & RISK MANAGEMENT PROGRAM RESPONSIBLE UNITS**

*Updated 8/23/16*

### ***Safety and Risk Manager***

1. Serve as College's designated safety liaison with the Louisiana Office of Risk Management (ORM).
2. Coordinate the College's Safety Program by working with *responsible units* to ensure program components are in place.
3. Coordinate college-wide Safety Council meetings and campus/site-specific safety meetings, and maintain documentation of these meetings.
4. Coordinate with *responsible units* to ensure required employee training is provided to all employees on a month/quarterly basis, as deemed necessary by the Louisiana Office of Risk Management.
5. Ensure safety inspections of all buildings on all campuses are conducted and documented each quarter.
6. Coordinate the College's emergency preparedness plans and pandemic response initiatives.
7. Work with *responsible units* to coordinate responses to ORM interim and annual audits.
8. Serve as the College's designated Risk Management Officer with the Office of Risk Management.
9. Process, submit, track and follow up on liability claims to ORM, including but not limited to vehicular accidents, accidents involving students, employees, and visitors, and damage to College and third-party property.
10. Prepare and submit quarterly exposure reports, property reports, and all required reports to ORM as required by state laws and regulations.
11. Obtain Certificates of Insurance as needed, and request opinions/advisements from ORM when deemed necessary.
12. Assist with internal, administrative investigations as requested by the Chancellor.
13. Provide guidance and recommend internal controls to College departments to ensure compliance with federal and state laws and regulations, and System and College policy as directed by the Vice Chancellor for Business and Administrative Affairs.
14. Work with the Policy Office to review and revise safety and risk management-related policies.

### **Primary Responsible Units:**

#### ***Director of Campus Police:***

15. Provide and document training for Driver's Safety Program.
16. Obtain and review Official Driver Records for drivers requesting authorization.
17. Submit list of authorized drivers to Controller's Office.
18. Maintain key control and building access.
19. Coordinate the violence in the workplace training program, along with Human Resources to ensure that training is in line with ORM requirements.
20. Ensure Police Reports are completed following response to accidents/incidents on College facilities and submit reports regarding incidents with potential liability to College's Safety and Risk Manager.
21. Conduct fire drills in fall and spring semesters.
22. Work with Safety and Risk Manager to provide response to the interim and annual audits by the Office of Risk Management relevant to responsible duties listed above.

#### ***Assistant Vice Chancellor, Facilities Planning and Facilities/Maintenance Staff:***

23. Provide expertise in fire alarm system.
24. Maintain documentation of hazardous materials on campus.
25. Arrange for proper disposal of biological and other hazardous waste.
26. Represent the College with the Department of Environmental Quality when necessary.
27. Serve, with external contracted assistance as needed, as environmental consultant for College.
28. Address environmental facility concerns of faculty and staff (i.e., respond to questions on mold, suspicious odors, spills, and unknown substances.)
29. Work with Safety and Risk Manager to provide response to the interim and annual audits by the Office of Risk Management relevant to responsible duties listed above.

### **Other Responsible Units:**

30. ***Coordinator, Health Services*** - First Aid/CPR, Pandemic Inoculations
31. ***Assistant Vice Chancellor, Human Resources and Professional Development***- Drug Testing; Transitional Return to Work Program; Sexual/Workplace Harassment, Bloodborne Pathogens and Violence in the Workplace Training
32. ***Payroll Manager/ Controller's Office*** - Workman's Compensation Claims

*\* Note: Responsible Units/Responsibilities subject to change in response to College needs and external regulations.*