

PN 3.042  
(Revised)

### RISK MANAGEMENT PROGRAM STAFFING

Safety is not the sole responsibility of any one individual or department. Every employee of the University should participate in the risk management effort for it to be effective.

The Risk Management Committee is charged with setting safety and risk management policy at the highest level. It consists of the President, the Provost, and the Vice Presidents for Student and Educational Services, Administration and Finance, and University Advancement.

The Health and Safety Committee recommends policy to the Risk Management Committee, makes safety inspection, analyzes accident reports and trends, and serves as a forum for campus safety issues. Its members consist of the Director of the Office of Human Resources (Chair), the Office of Human Resources Safety Officer, Assistant Vice President for Administration and Finance, a professional representative of the Office of Human Resources, a faculty representative, a clerical representative, a representative from the housekeeping staff, a Physical Plant administrator, and two representatives for the trade group or labor pool.

The Risk Management Coordinator is the Director of Human Resources. The Assistant to the Director of Public Safety is the alternate program coordinator.

Every employee of supervisory rank will participate in the risk management effort by enforcing safety standards in his/her area. However, all employees are responsible for maintaining a safe and healthful workplace.

(Internal)