

## RISK MANAGEMENT

### I. Policy Section

14.0 Risk Management

### II. Policy Subsection

14.1 Risk Management

14.2 Concealed Weapons

14.3 Complaints Regarding Violations of Privacy (HIPAA)

14.4 Sanctions for Violations (HIPAA)

14.5 Campus Closing Due to Severe Weather Conditions

14.6 Hazard Communications

14.7 Use of College Vehicles

14.8 Bloodborne Pathogens

14.9 Campus Phone and Related Technology

14.10 Service Animals

8.15 College Sponsored Travel

### III. Date of most recent changes

December 9, 2004

### IV. Policy Statement

The Board of Trustees authorizes the President or his/her designee to develop, implement, and administer a comprehensive risk management plan to provide adequate and reasonable protection and safety to the College, its facilities, the Board of Trustees, the employees, the students and the general public.

### V. Reason for Policy

Provide adequate and reasonable protection and safety to the College.

### VI. Entities Affected by This Policy

College Facilities

Board of Trustees

Employees

Students

General Public

### VII. Who Should Read This Policy

All employees

### VIII. Related Documents

IX. Contacts

Risk Management Coordinator  
Risk Management Team

X. Definitions

XI. Procedures

1. The Risk Management Team shall meet at least four times per year.
2. Sub-committees will be determined at least annually by the Risk Management Coordinator and the Risk Management Team. Sub-committees will be determined based on identified safety and risk issues and consideration of current state, local and federal laws.
3. Each sub-committee shall be responsible for developing standards and procedures, including dissemination of such information to appropriate staff. They will determine that all aspects of these programs are in compliance with local, state, and federal regulations.
4. If training is required, each sub-committee chairperson shall work with the Raider Learning Center to determine that training is properly provided.
5. Raider Learning Center shall be responsible to provide proper training programs as recommended by the sub-committee chairperson. Such training shall be accomplished by qualified staff or outside consultants and shall include proper evaluation, record-keeping and follow-up activities.
6. The Risk Management Office shall monitor and assist in establishing and implementing all Risk Management Programs.
7. The Risk Management Office shall receive and file all instances of risk exposure and claims.

The objectives of the Risk Management Policy shall be accomplished by utilizing resources to identify risks, implement loss control methods and risk management tools, maintain adequate loss history records, minimize costs, provide proper program review and monitoring, and provide proper forecasting for future budgeting.

These objectives shall:

1. Identify and increase everyone's awareness of risks so that they modify their decision-making and behavior to minimize losses;
2. Identify and control risks arising from mechanical or non-human sources;
3. Demonstrate concern for and sensitivity to the welfare of students, faculty, and other staff involved in the delivery of education; and

4. Identify and control risks related to emergency or crisis situations, including but not limited to acts of terrorism;
5. Comply with all local, state and federal regulations
6. Communicate the safety and risk management process in place at the College to students, staff and community stakeholders

All management and supervisory personnel at all levels of the College are directed to make safety and loss control a matter of continuing concern, equal in importance to other operational considerations. Further every employee is responsible for supporting and cooperating with the risk management program controls outlined in the risk management plan as well as all related departmental rules and regulations.

1. The President of GRCC or his/her designee shall appoint a Risk Management Team to determine that all aspects of this policy, its rules and procedures are carried out. In addition to those appointed, this team is open to any employee and/or student who volunteers to serve with the approval of the team chair.
2. The Risk Management Team membership shall include representatives from a cross-section of the College to ensure all issues of risk management and safety receive adequate and proper attention.
3. The Risk Management Team will have oversight responsibilities and will appoint sub-committees assigned to specific areas of the risk management program.
4. The Risk Management Team shall determine that proper and adequate coverage is being maintained and policies and procedures are being followed. It shall also determine that all Federal and State regulations are being followed and all required reports are being filed.
5. The Risk Management Team shall determine that proper training and information is provided to all employees. It shall review group employee contracts and agreements to determine that requirements are being met.
6. The Risk Management Team shall determine that proper and adequate insurance coverage exists in the following areas:
  - A. Building and Contents
  - B. General Liability
  - C. Errors and Omissions
  - D. Workers Compensation
  - E. Employee Liability
  - F. Employee health and Life
  - G. Specialized Student Insurance:
    - 1) Health Programs students' malpractice insurance
    - 2) Athletics/Physical Education insurance
    - 3) Students' general insurance
7. The Risk Management Team shall promote safety awareness through the use of:
  - A. In-service, training and informational opportunities
  - B. Building inspections
  - C. Fire prevention programs
  - D. Emergency procedures and drills
  - E. Development of program/departmental standards
8. The Risk Management Office will work closely with the Campus Police Department, the Facilities Management Division, the Raider Learning Center, the

Human Resources Department, the Emergency Preparedness Team and the Student Affairs Department to establish safety standards and procedures, including but not limited to safe job practices, security and safety of staff and students, awareness of OSHA regulations and promotion of other safety issues.

## XII. Forms

Health Coverage Certification

Health Information Form

Parent Permission Form

Risk and Release

Emergency Contact