Risk Management
New Employee Orientation
Objectives

• Provide overview of Department of Risk Management

• Some EH&S and Emergency Management Basics

• Takeaways
What We Do

• **Minimize risk exposure** to the physical, human, fiscal, and environmental resources at TWU, by:
  • **Identifying** risks to which the University may be exposed
  • **Eliminate** unnecessary or unreasonable risk exposures
  • **Implement** control measures to minimize the frequency, impact, and severity of incidents that are unavoidable
  • **Respond** to incidents that occur
Responsibilities

- Environmental Health & Safety (EH&S):
  - Safety Programs
  - Environmental Management
- Emergency Management:
  - Preparedness and Readiness
  - Business Continuity
- Risk Services:
  - Insurance Coverage
  - Identification of Other Risk Areas
Incident Pyramid

- This is a common EH&S risk management concept, but it is applicable to other areas.
- The less issues at the bottom of the pyramid, the less likely a more serious incident occurs.
- So again, report all concerns or potential incidents to your supervisor and Risk Management!
Fire Safety Basics

• Do not use candles, incense, and other open flame or spark-producing items (with limited exceptions)
• Do not accumulate unnecessary paper, debris, and other combustibles
• Do not overload outlets with multiple plugs
• Do not use extension cords
  • Electrical devices should only be plugged into an outlet, or plugged into surge protectors or uninterruptible power supplies, which are in turn plugged directly into an outlet
Fire Safety Basics

• Keep combustible materials away from heat sources
• Never leave cooking equipment unattended (including microwaves)
• Never use damaged electrical appliances, including any damage to the insulation on the cord
• Follow other fire safety rules for your building or department
Fire Sprinklers

- Do not touch sprinkler systems and DO NOT HANG THINGS ON SPRINKLER HEADS!!!
  - Each head can discharge up to 25 gal/min!
- Materials should not be stored within 18 inches of any sprinkler head
  - Doing so prevents the sprinkler head from having the necessary spray pattern to properly extinguish a fire
Fire Alarms

- Only authorized DPS and EH&S personnel should attempt to operate fire alarm panels.
- TWU Department of Public Safety (DPS) is automatically notified when there is an alarm or there is trouble in the system (including tampering with smoke detectors, valves, etc.).
- **Never** attempt to disable or silence any part of the alarm systems.
#1 Rule

- ALWAYS evacuate the building immediately when a fire alarm sounds!
  - Do **not** assume it is a false alarm
  - Quickly and calmly make your way out of the building
  - Do **not** go back for ANYTHING!
Evacuation

- Learn emergency evacuation routes from your work area(s):
  - Locations of the **staircases** and **exit doors** leading from your area
  - **Never** try and use elevators
- Know the location of your department's evacuation **designated meeting area**
  - i.e. Know where you are meeting outside the building and who to “report in” with
- **Do not re-enter** until DPS give the “all clear”
Sweepers

- Employees **MAY NOT be assigned** to “sweep” their area or be the last person in the area

- Instead, you may instruct individuals to leave as you are travelling along the exit route

- Employees **must NOT be travelling away from an exit** when a fire alarm is activated
Mobility Impaired Individuals

• Individuals with mobility impairments need to know where the “Areas of Evacuation Assistance” are located
• **Stairwell landings** are Areas of Evacuation Assistance for most buildings
• Employees should generally assist mobility impaired individuals to these areas if possible, and then inform emergency personnel of the individual’s location
Fire Extinguishers

- Faculty, staff, and students are **strongly discouraged** from using fire extinguishers.

- Instead, leave the building **immediately**!

- Only use an extinguisher if doing so is necessary **to escape the fire**.
P.A.S.S. Technique

- IF you must use an extinguisher; remember P.A.S.S.:
  - Pull the extinguisher’s safety pin
  - Aim the extinguisher at the source of the flames
  - Squeeze the trigger and hold it
  - Sweep the source of the flames until the extinguisher runs dry
Hazard Communication

- If you will work with any hazardous materials:
  - You are required to complete hazard communication training
  - Safety Data Sheets for hazardous materials in your workspace can be found online: [hq.msdsonline.com/texaswomansuniversity](http://hq.msdsonline.com/texaswomansuniversity)
Hazardous/Regulated Waste

• Common items that cannot go in the normal trash:
  • Rechargeable batteries
  • Fluorescent bulbs
  • Electronics/anything with a circuit board
  • Any liquid wastes
• Also, almost **nothing** can be poured down the drain!
• If you are not sure how to dispose of something...contact **Risk Management** first!
Bloodborne Pathogens

• If you will be exposed to blood or other potentially infectious materials as a necessary part of your job, including providing first aid, both of the following must be completed within your first 10 days:
  • Complete the Bloodborne Pathogen Exposure Control Plan training, then
  • TWU is required to offer you the Hepatitis B vaccination free of charge
• Talk to your supervisor about starting this process ASAP!
Asbestos

- There are significant quantities of building materials on campus that contain asbestos.
- Asbestos in building materials that is intact and left in place is not hazardous.
- So...do not disturb any building materials! 
  - i.e. cutting, drilling, sanding, buffing, etc.
- Building materials are tested, and any asbestos is removed by a remediation contractor, prior to any demolition or renovation work.
Food Safety

- To comply with State regulation, food prepared at home/unlicensed sources, is **not** permitted to be distributed on campus/TWU-sponsored events.

- Does **not** apply to departmental potluck-type events as these are not “open to the public”.

- There are still a number of ways to participate in food fundraisers on campus.

- For more information visit the Food Safety page or contact Risk Management.
Indoor Air Quality

• If you have health issues or indoor air concerns that might be related to your work environment, report them to Risk Management
• What Issues? – odors, respiratory issues, skin reactions etc.
• Indoor air quality monitoring can be conducted to identify potential issues.
Ergonomics

- Fitting a job to a person (not vice versa)
- Poor ergonomics can cause musculoskeletal disorders.
- Risk factors include – lifting heavy items, bending, reaching overhead, performing repetitive tasks etc.
- Risk Management can perform an ergonomic assessment of your work environment upon request.
Supervisor Responsibilities

• TWU is required to provide a place of employment that is **free from recognized hazards** that are causing, or **likely to cause**, death or serious physical harm

• Supervisors play an important role in meeting this requirement!
As a Supervisor, You Must:

- Ensure employees (including student employees) complete required training.
- Include safety instructions when assigning a task.
- Ensure employees have necessary equipment/protective gear/supplies.
- When necessary, conduct thorough incident investigations to get to the root cause of an incident.
- Lead by example!
Emergency Management Basics
Personal Preparedness

- Be “Pioneer Ready”
  - Make a plan
  - Build a kit
  - Be informed

- “Pioneer Ready” means you are prepared at home, in your car, at work
Severe Weather

- **Watch** -- Conditions are coming together for potential severe weather
- **Warning** -- Severe weather is imminent
Severe Weather

Tornadoes

- Maintain awareness

- Shelter in place upon Tornado Warning
  - Move indoors (not a vehicle or portable)
  - Windowless interior room
  - Under sturdy object, if possible or against interior wall
  - Wait for “all clear” from DPS/Pioneer Alert
Severe Weather

Winter Weather

- University maintains a winter weather plan
- Works in coordination with local officials, UNT, and local school district
- Closures will be distributed through
  - Pioneer Alert
  - Website
  - Bad Weather Lines:
    - Denton: 940-898-3430
    - Dallas: 214-689-2310
    - Houston: 713-794-2310
- Your safety comes first
Active Assailant

- **RUN**
  - Get out of building
  - Leave belongings
  - Follow instructions of police

- **Hide**
  - Out of assailant’s view
  - Lock doors, block entry
  - Silence phone, remain silent

- **Fight**
  - Last resort
  - Improvised weapon
Pioneer Alert

• In an emergency, the Pioneer Alert system can deliver emergency messages from TWU DPS to an affected campus by the following methods:
  • Campus computers
  • Text message
  • Personal E-mail
  • Personal Telephone
• Update your contact info and preferences by going to: https://portal.twu.edu/pioneer-alert.asp
Insurance

• What is Worker’s Compensation Insurance?
  • Type of insurance specifically designed to provide medical benefits and in some cases financial payments to employees who suffer injury in the course and scope of employment

• If injured on job, what do I do?
  • Report injury immediately to direct supervisor and HR
Training
Training

• Risk Management automatically assigns applicable training based on your job
• However, we have also developed a checklist of required training based on job tasks (available online)
• Training completion is tracked by Risk Management
• You will get regular reminders until training is complete

See https://twu.edu/health-safety/training/ for more info.
Training

• Training is available in the following formats:
  • Canvas training
  • Risk Management classroom training
  • Departmental classroom/meeting training
  • “On the job” training
Risk Management Social Media

• Risk Management web site: http://www.twu.edu/risk/
  • EH&S page: http://www.twu.edu/health-safety/
  • Emergency Management Page: http://www.twu.edu/emergency/

• Twitter accounts:
  • EH&S: @TWUEHS
  • Emergency Management: @TWUReady
Contacts

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Questions?