
Risk Management Meeting All Divisions

Wednesday, April 20, 2022 2:30PM

Zoom Conference Meeting

(Exception Made Due to Covid-

There were several Bookstore and Corporate committee members who responded that their departments had already conducted these audits using the previous form.

As such, Eliana recommended that all of the department representatives go ahead and use the older form this time around and transition to the new form for the Dining Services audits in May.

However, she would still send over the new Audit form after the meeting so that the group could review it and get back to her and Clint if they had any questions.

b. Fire Marshall/Internal Walkthrough TBD

- As discussed in previous meetings, Eliana reminded the group that she and Clint would be doing a walkthrough over the next few weeks to review the exceptions made during the previous Fire Marshall audit as well as identify potential hazards that are occurring now.

3. Incident/Safety Update

a. Accident Investigation Forms

- Eliana re-iterated to the group that it is vital that both the Accident Investigation Report and the Employee Accident forms be turned into the HR Office when an accident occurs. The reason for this is that it not only helps us to understand why an accident happened but also how best to prevent it from happening again in the future. From this information, HR can determine if there would need to be updatf

- After the training has been finalized with the campus, we would still need to identify which positions would need to take this training along with determining which departments would require Clean-Up kits for these kinds of incidents.

6. Items to Watch

a. Business Continuity Plan

- Ali continued the discussion on how the University is using the current pandemic as an active test for future updates to be included within the Business Continuity Plan.

As part of this, everything that has been done, planned and/or organized for and due to the COVID pandemic conditions would need to be collected and then submitted to the campus.

Ali has put together a Microsoft Teams to help with this process and is working with the Directors on who from their staff should be involved with organizing this information.

The timeframe for starting this process had been defined as after Commencement, so Ali would schedule a meeting in June to help define the next steps and how best to proceed.

A suggestion was made to put together a template for these documents and Ali will look into what could be done for that on his end.

b. Vendor Roll Call

- Rosa explained she and Clint had worked together on a 3rd party vendors spreadsheet during the pandemic to better define all 3rd party vendors who worked closely with and/or in our departmental facilities.