University Policy 9130

Safety and Loss Control

Effective Date

October 2000

Last Revision Date

October 2013

Responsible Party

Risk Management and Insurance, (208) 426-3636

Scope and Audience

This policy applies to all University employees and students, and is provided for the benefit of employees, students, visitors, taxpayers, and the environment.

Additional Authority

Executive Order 99-06: Comprehensive Safety Loss Control Policy

1. Policy Purpose

To establish the scope and nature of the University’s safety and loss control programs and to establish a Safety and Loss Control Committee to provide leadership and guidance for those programs.
2. **Policy Statement**

Boise State University is committed to the protection of its personnel, students, visitors, campus facilities, information systems, and financial resources. This policy outlines the university’s general approach to risk management. More specific responsibilities and programs related to occupational safety, environmental protection, data management, and insurance are identified in other University policies.

3. **Responsibilities and Procedures**

3.1 **Safety and Loss Control Committee**

A Safety and Loss Control Committee (the Committee) shall serve as Boise State’s primary source for leadership and policy guidance on matters affecting risk management, environmental and occupational health, safety, insurance, and the security of persons and properties. Membership of the committee shall consist of the following:

- a. Risk Manager, Office of Risk Management and Insurance (RMI);
- b. Director, Facilities Operations and Maintenance;
- c. Director, Information Security Service;
- d. Director, Human Resource Services (HRS) – Benefits and Compensation;
- e. Manager, Environmental Health and Safety;
- f. Associate Vice President of Public Safety;
- g. Occupational Health and Hazardous Materials Officer, Campus Environmental Health and Safety Office; and
- h. Lab Safety Officer, Campus Environmental Health and Safety Office.

3.2 **Manager and Supervisor Responsibilities**

Managers and Supervisors have primary responsibility for the identification and analysis of potential risks to people, facilities, and information management systems within their administrative units. They shall assign a high priority to the reduction of risk in the development
of plans, operations, and budgets. They shall also ensure compliance with safety and loss control laws and programs to the extent enabled by their authority and resources.

3.3 Employee and Student Responsibilities

Employees and students shall conduct their campus activities in a manner that will minimize risk to themselves and others and will protect University facilities, information, and financial resources.

3.4 Other Department Responsibilities

The Office of Risk Management and Insurance and the Department of Facilities Administration have the authority to develop and implement risk management, environmental health, safety, and loss control programs as necessary to protect the people, environment, facilities, information, and financial resources of the University.

Revision History

June 2004; October 2013