



## **Risk Management's Risk Control Procedures**

In order to help the constituents of James Madison University remain as safe as possible while preserving the university's property, the office of Risk Management does all of the following and more. Risk Management reviews reports from JMU-Public Safety, student accident reports, Worker's Compensation and more for accidents, injuries and near-miss situations to assist in addressing unsafe conditions or behaviors including ongoing monitoring of events at other universities and in the public sector that could have relevance at JMU. Risk Management maintains the university's flood plan to minimize risk to JMU's people and property by on-going monitoring of and communication of particularly high-risk areas. Risk Management reviews all university permits including construction, special-use, tent, fireworks, open-burn (bonfire, use of candles or other open flame), and reviews architectural drawings for new construction and renovations to university facilities. Risk Management initiates and oversees studies and investigations in the reduction of risk at JMU and coordinates with other state agencies to share information and resources in the reduction of risk state wide.

In conjunction with other campus departments, Risk Management monitors compliance with the campus fire safety program including but not limited to communicating and tracking to resolution fire-safety related issues involving JMU's building official, the State Fire Marshal's Office and/or local fire officials. Risk Management coordinates campus fire watches, according to the standards of the State Fire Marshal's Office, assists with scheduling fire watches with Life Safety, Facilities Engineering, and JMU-Public Safety during any outage of campus fire-protection equipment. Risk Management ensures through annual review, inspections, and field exercises that emergency operation plans for large facilities are developed and implemented according to the standards established by the State Fire Marshal's Office.

Risk Management works with the office of disabilities services, the Office of Equal Opportunity, and Facilities Management to help assure compliance with the Americans with Disabilities Act.

Risk Management provides program development and review along with regulatory safety training to Facilities Management and others. These trainings include Powered Industrial Vehicles, Lockout/Tagout of Hazardous Energy, Hazard Communication, Respiratory Protection, Bloodborne Pathogens, Confined Space Entry, Hot Work, 12-passenger van and golf cart training, ergonomic assessments and coordinating training to be provided by outside vendors. The program for Facilities Management includes coordination of personal protective equipment utilization inspections and testing as required by specific regulatory standards, and coordination of medical evaluations as required by regulatory standards. Members of the Risk Management team participate on JMU's Hazardous Waste Operations and Emergency Response team.

Risk management audits and inspects all chemical-use areas for compliance with relevant OSHA, VOSH, EPA, & DEQ standards. They provide guidance to departmental personnel to ensure on-going compliance in lab and studio areas, manage the hazardous waste program according to EPA/DEQ Small Quantity Generator (SQG) requirements, participate in audits and inspections by outside agencies for complaints, incidents, or routine inspections, provide regulatory safety guidance during building renovations and new construction to ensure appropriate facilities for chemical storage, handling, and disposal, and monitors for sufficient emergency safety devices (safety shower, eyewashes) for a given space according to its use and regulatory guidelines. Risk Management makes recommendations for corrective actions following an incident or near-miss,



## **Risk Management's Risk Control Procedures**

and communicates best-practices to lab and studio area personnel and management to ensure student and employee health and safety using the best available information, going above merely achieving compliance. Risk Management supports other offices as needed for environmental, health, safety and industrial hygiene issues including Office of Research Integrity, Office of Real Property and Space Management, and offices within Facilities Management. Risk Management monitors for unsafe conditions on campus and ensures any that arise are addressed promptly. Risk Management reviews all campus Chemical Hygiene Plans for compliance and performs hazard analyses all across campus, with primary focus for the laboratories of CSM, CISE, CHBS, and SADAH. Risk Management recommends substitutions and modifications to reduce hazards and risks and performs annual evaluations of fume hood face velocities in Godwin, Memorial, EnGeo, King Hall, Bioscience, and Miller Hall.

Risk Management promotes the safe use of tools and shop equipment for Facilities Management, academic departments, and other campus operations. This is accomplished by reviewing and recommending improvements to training programs and documentation, inspecting shop and studio spaces and ensuring equipment is appropriately guarded and functioning properly.