

SAFETY & RISK ADVISORY COMMITTEE
FY 09 1st Quarter Meeting
Thursday, October 16, 2008 – 2:30 p.m.
UHV UC 302 - UHSSL 319 - UHSCR 103

UHV ATTENDEES:	REPRESENTING:	UHV ATTENDEES:	REPRESENTING:
Genaro Cortez	Campus Safety	Andrew Janysek for Patti Guzman	Campus Safety
Marc Vezeau	Library	Zoeann Byerly	Student Activities
Denise Prescott	HR & Workers' Comp	Miles Harrison	IT PC Specialist
Michael Ruland	Facilities Services	Denise Neill	Nursing Program
Della Rampley for Nancy Gresham	Special Events		
UHSSL ATTENDEES:	(VIA ITV):	UHSCR ATTENDEES:	(VIA ITV):
Susan Reynolds	Interim Director, UHSSL	Linda Manzano	Security & Safety
Dr. Somasundaram	Biology Lab	Benito Salazar	Security & Safety
SAFETY & RISK ADVISORY COMMITTEE ADVISOR			
Greg Fanelli	Business Services		
NOT PRESENT:	REPRESENTING:	NOT PRESENT:	REPRESENTING:
David Hernandez	Security Officer	John Sprinkle	Facilities Services
Sam Wiest	Security Officer	Linda Manzano	Security & Safety
Vacant	SBDC	Holly Verhasselt	SL Modular Facility
Matt Hindmarch	UHSSL Lab Technician	Pete Jamison	UHSSL Security Officer
Briggett Bentley	UHSCR Staff & Faculty	Juan Diego Martinez	Student Services

The Safety & Risk Advisory Committee is a standing committee appointed by the President and is chartered to identify, evaluate and recommend solutions to existing or potential safety, security or risk related concerns and issues within the institution. The primary goal is to promote a safe and healthy work and learning environment for employees, students and the general public.

The meeting was called to order at 2:30 p.m. by Genaro Cortez, Safety & Risk Manager.

- The [minutes](#) of the July 29, 2008 meeting were reviewed and approved.
- **Unfinished Business**
 - ✓ Safety Office Goals and Objectives
 - The [FY 09 Safety, Health, and Risk Management Goals and Objectives](#) have been posted on the Campus Safety Manual Web site.
 - ✓ Automated External Defibrillator (AED)
 - AED units have been installed at UHV. There is one unit in the University Center building and one unit in the University West building. The units for Sugar Land and Cinco Ranch have been delivered to each campus.
 - Training will be conducted by the U of H Department of Public Safety. Bill Courtney, Deputy Fire Marshal, E.M.T. is the instructor. There are 12 employees scheduled to participate in this training session. Additional training sessions will be scheduled.

- ✓ State Office of Risk Management (SORM)
 - UHV had a Risk Management Program Review (RMPR) in July. SORM Risk Management Specialists inspected the university's best practices and facilities. The [Risk Management Program Review](#) report has been issued and many observations were complimentary.
 - ✓ State Auditor's Office (SAO) Survey of Campus Safety & Security Emergency Management Plans
 - The survey reviewed university emergency management plans. A focus of the survey was National Incident Management System (NIMS) compliance. The Safety & Risk Manager will update university plans to include NIMS compliance initiatives.
- **New Business**
 - ✓ SORM 200 Reporting
 - The annual report on risk management expenditures, insurance purchases, and non-workers' compensation losses is due on October 30, 2008.
 - ✓ Campus Crime & Security Report
 - The report was issued on September 30, 2008. Per requirement by the Jeanne Cleary Act a notification was sent to faculty, staff and students. Please review the current [Campus Crime & Security Report](#).
 - ✓ Safety & Risk Advisory Committee Meeting Schedule
 - Please review the [FY 09 Meeting Schedule](#). Meetings are scheduled in October of 2008 and January, April, and July of 2009. Denise Neill suggested moving the January meeting to a date after the beginning of the spring semester.
 - ✓ Hurricane Ike – President's Cabinet Review
 - Items reviewed and discussed for follow up :
 1. Set up Phone Conference Bridge before university closure. Update BCP Hurricane Plan Information Technology section.
 2. When a university closure is announced and buildings are secure, shut off power to building elevators – prevent elevator failure if power is lost to the building. Update BCP Hurricane Plan Facilities Services section.
 3. Identify who should respond to PIER inquiries submitted by faculty, staff, students, the public or the media.
 4. Identify employees required to complete NIMS introduction courses per NIMS training guidelines to satisfy State Auditor's Office (SAO) recommendation on emergency management.
 5. Identify level of pre-disaster and/or post-disaster inoculations that should be required of emergency response (search and rescue, initial assessment) personnel.
 6. Business Services Department item – review the UH Environmental, Health and Risk Management Web site information on [Hurricane Ike Recovery Information and Forms](#). Update the Business Services Web site to include the information to assist with completing appropriate FEMA recovery documentation.
- **Safety and Risk Management Training**
 - **Completed Safety and Risk Management Training**
 - ✓ SORM Annual Indoor Air Quality compliance training - Completed September 30
 - **Scheduled Safety and Risk Management Training**
 - ✓ UH System Insurance Training Program – available on-line Web CT Training
 - ✓ UHV AED/CPR Training – November 11, 2008
 - ✓ National Incident Management System (NIMS) Compliance Training - TBD
 - ICS-100: An Introduction to the Incident Command System
 - IS-700: An Introduction to NIMS components, concepts and principles
 - ✓ The Safety & Risk Manager will contact Lawrence Theriot, Elevator Maintenance Supervisor, to schedule elevator safety training for UHV and UHSSL.

- **Security Officer's Report**

- ✓ UHV – Security Officer not present – No Report
- ✓ UHSSL – Security Officer not present – No Report
- ✓ UHSCR – SO Benito Salazar and Linda Manzano – No Report

- **Worker's Compensation Report of Employee Injuries – Denise Prescott**

- ✓ Currently, there is only one active claim.
- ✓ The Safety & Risk Manager quoted from the RMPR report that the Risk Management Specialists commented that the “Workers’ Compensation claims administration is very efficient and enjoys a strong and effective working relationship with the State Office of Risk Management.”

- **Incident Report - Quarterly Summary - Genaro Cortez**

- The Safety & Risk Manager reviewed [Incident Reports](#) for July, August and September. The only significant incident was an alleged fraud case involving personal use of a university procurement credit card.

- **Roundtable Discussion – Committee**

- Dr. Somasundaram commented that there is a concern that students may not be receiving information discussed and reviewed by the Safety & Risk Advisory Committee. He suggested that a review of the Safety & Risk Advisory Committee should be included in any student orientation. The Safety & Risk Manager commented that the Safety & Risk Advisory Committee meeting minutes are sent to faculty, staff and students. Denise Neill suggested follow up with Marie Plemons.
- The Safety & Risk Manager commented that he did not know how the announcement that UH System is assuming management responsibilities for both the UH System at Sugar Land and the UH System at Cinco Ranch would affect the Safety & Risk Advisory Committee membership. He will get more direction and share with the committee.

- **Next Scheduled Committee Meeting**

Next Scheduled Committee Meeting – **Tuesday, January 13, 2009 @ 2:30 p.m.**

The meeting was adjourned at 3:15 p.m.

Have a Safe Day!!!