

# MINUTES

Risk Management Meeting – All Divisions

Tuesday, February 15, 2022 – 2:30PM

Zoom Conference Meeting

(Exception Made Due to ongoing Covid-19 Safety Precautions)

- f* To provide context, Rosa spoke to how when the committee was originally put together there had been a discussion about reducing the number of these location audits would need to be completed as we moved forward and got better with this process.
  - $\frac{3}{4}$  Clint reported that he has been noticing that audit forms have been coming in on time and generally with few errors so he, Eliana and Rosa believe this may be a good time to make this switch.
- f* Moving forward this schedule would be reduced to the following timeframes:
  - $\frac{3}{4}$  All divisions (Dining Services, Bookstore Services and Corporate Offices) would now be required to turn in their audit documents in April and October.
    - <sup>TM</sup> Clint also plans to do some additional edits to the documentation form and will be sending that out for review once it is completed.
  - $\frac{3}{4}$  Audit forms that had been received in January and February would be used as the documentation for the upcoming April timeframe.
- f* Additionally, Eliana had checked with George Alfaro on this new audit calendar timeline, and he confirmed that the shops would still be following the campus requirements.

### 3. Incident/Safety Update

#### a. Accident Investigation

- o Eliana reported that in terms of safety and accidents, we were doing well compared to the previous year.
  - f* There has been one recent cut accident but that seemed to be the product employee rushing these tasks due to continuing staff shortages.
- o Customer/Vendor Report
  - f* A form has been created for when customers have been injured while at 49er Shop locations.
- o Workers Compensation Training – March
  - f* Eliana reported that this new Customer/Vendor Report document will be put into the annual Workers Compensation Training for management staff
    - $\frac{3}{4}$  Dates for this training will be emailed out over the next few weeks for the March tiannua

