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**Risk Management Meeting All Divisions**

**Wednesday, September 20, 2023 1:00PM**

**Zoom Conference Meeting**

(Exception Made Due to ongoing Covid-19 Safety P

Step 3: Those doing these inspections will then open the DocuSign system and answer all of the questions from their inspection along with providing the electronic signature which attests that everything included within this document is correct.

As soon as this is submitted, either the individual's Director or Associate Director will receive this document for a final approval.

Hard copies of these documents should be saved within the department for easy access and recordkeeping purposes.

Step 4: Directors or Associate Directors who have received these completed Audit forms will need to do a final review making any necessary changes to the document before signing and submitting it through the system.

Rosa mentioned that the main change for this process was that it is now being transitioned to the DocuSign system.

There was a question about whether the Bookstore Audit forms would still go through Jason who has been managing the process for their division and after some discussion everyone agreed that this would still work.

An email would be sent out after the meeting that would detail this process and could be sent out to the committee members' respective department management.

Moving forward, Eliana let the group know that she would be following up on any facility work orders submitted from this location audit form process that way it can be verified whether or not it has been completed by the next scheduled audit timeframe.

### 3. Incident/Safety Update

- a. In terms of accidents that have happened since the beginning of the year, Eliana reported that they were comprised of the following:

- Medical issues

- Slip and falls

- Cuts

Fortunately, all Accident reporting forms have been completed as needed and she wanted to thank everyone for making sure this process has been done as requested.

- o There have been 9 Workers Compensation claims that have been submitted throughout the year to the HR Office.

To help prevent this amount from increasing she asked the members to confirm with their managements that all equipment is in good working order, there are no water leak issues on their floors, and if that is an issue, to re1 0 0 y 2



Clint and Margie believe that there may be some staff within their departments and will be sending over those recommendations to Eliana soon.

6. New Business

a. Bloodborne Pathogen Training

HR would be launching the Bloodborne Pathogen Training in October for the Beach Shops and this would consist of the following:

- 1) Awareness Level Training
- 2) Cleaning Up Spills Training

As part of this process, new Sharp Containers would be placed in bathroom facilities around the Shops' locations.

Eliana reviewed what these items looked like and how they function as a receptacle for sharp objects as well as being a part of the blood spill cleaning and disposal process which will be included in the training.

When these containers are full, the HR office will need to be notified so that EHS can come by and pick up this waste.

b. Great Shake Out

The next Great Shake Out is scheduled for Thursday, October 19<sup>th</sup> and the buildings' alarm systems would be utilized during this activity.

However, we wouldn't be required to evacuate the building as has been the case in some past events on campus.

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