

PN 3.049

RISK MANAGEMENT PROGRAM EVALUATION POLICY

In order to provide an effective evaluation of the University's Risk Management Program and to comply with the requirements of the state's SERMA program, the following shall be achieved:

- 1.) The University's Health and Safety Committee will review the following information:
  - A. All accident reports will be analyzed monthly. The Committee will discuss all accidents and statistics to determine if sufficient information is available to identify trends, suggest ways of preventing accidents, identify repeat victims, and suggest corrective actions such as educations and training, reassignment of duties, etc. In the event correctable accident areas are identified, the Committee will generate a workorder and/or appropriate notification to correct such problems. Follow-up procedures or reports may be required by the Committee until it is satisfied that all aspects of such changes have been implemented and are producing the desired results.
  - B. The Committee will review the statistics provided by SERMA on injuries/accidents (numbers, type, time loss, associated costs and trends) on a quarterly basis.

Upon reviewing the above mentioned information, the Health and Safety Committee will submit policy recommendations and/or procedural changes to the Risk Management Committee for review and action. This information will be discussed at the Health and Safety Committee meetings and recommendations will be forwarded for appropriate action to the Risk Management Committee.

- 2.) On an annual basis, the University's Risk Management Coordinator will participate and assist in the completion of the SERMA's program evaluation audit. This report will be presented to the University's Health and Safety Committee for their review and comments before being forwarded to the Risk Management Committee.
- 3.) In addition, the Risk Management Coordinator will provide copies of SERMA Risk Assessment Survey and Rap Notes to the Health and

Safety Committee. The Health and Safety Committee will meet to analyze these records and make recommendations on increasing efficiencies of the program. All such recommendations will be presented to the Risk Management Committee for review and approval. Any such changes will be communicated in writing to all employees.

- 4.) All information produced in the program evaluation will be available for review by the SERMA Program Evaluator and employees of Frostburg State University. Based on this review and the additions and/or modifications will be recommended to be implemented as necessary.

(Internal)

#### PN 3.050

### ACCIDENT INVESTIGATIONS

Accident investigations are conducted to identify causative factors, trends and patterns and for establishing the facts surrounding an accident. Near misses are investigated as thoroughly as actual accidents because they are an indication that an unsafe condition may exist.

All accidents and near misses are to be reported immediately to the next level of supervision. The first concern will be for the employee's physical well-being. As soon as possible thereafter, an investigation will officially begin with the completion of the Employee's First Report of Injury and the Supervisor's Report of Employee's injury. An Accident Investigation report will be completed by the Supervisor. The Assistant to the Director of Public Safety will train and assist supervisors in the accident investigation process. Accident Investigation Reports are essential to the Risk Management Program because they help to identify causes and contributory causes of accidents and may be used to recommend corrective actions. It is important that all key facts about an accident be obtained so that the accident reports will be accurate. In order to determine the cause of the accident it is important to answer the key questions of who, what, when, where, why and how.

For serious accidents, the immediate area in which the accident occurred will be secured and inspected by the Public Safety Department. Physical evidence will be collected, diagrams will be drawn or photographs taken as necessary. Witnesses will be interviewed and their written statement will be prepared as soon as possible.

The Health and Safety Committee will review accident investigations at its monthly meetings, identifying frequent victims, determining if sufficient information is gathered and whether the procedures for planned accident investigations are being carried out correctly and completely. Recommendations

for specific, practical and effective corrective actions will be generated, evaluated, and submitted to the appropriate authorities for approval and implementation. If fraud is suspected at any time during an accident investigation, the Claims Department of the injured Workers' Insurance Fund will be notified.

(Internal)