

Safety and Loss Control Committee

Mission Statement:

The mission of the NDSCS Safety and Loss Control Committee is to plan, develop, coordinate and implement safety and loss prevention programs. The purpose of these programs is to provide a safe and healthy work environment for our students, employees and the general public.

The mission is being accomplished by the following functions:

- * Develop a loss control and safety policy and communicating that policy to all employees.
- * Developing proactive loss prevention and control programs and techniques that will eliminate or reduce the risk of injury or illness.
- * Developing, coordinating and sponsoring responsive health and safety training programs for employees, supervisors and managers.
- * Coordinating loss prevention surveys and hazard assessments.
- * Identifying the risk factors that contribute to losses and the strategies and resources needed to eliminate or control these risk factors.
- * Monitoring and evaluating the effectiveness of loss prevention and control programs and activities to insure that those program goals are achieved.
- * Provide programs that are responsive to NDSCS based upon their needs.
- * Provide positive and aggressive control of claims brought against NDSCS.
- * Provide timely and accurate claims data and analysis so that safety activities and accident prevention programs can be designed and implemented to create and maintain a safe place to work for our employees and to protect our property and general public.
- * Provide recommendations and support for the Emergency Response Plan.

Activities:

The Safety and Loss Control Committee activities will include, but are not limited to, the following:

- * Identify unsafe work practices and conditions and suggest appropriate corrective action.
- * Conduct inspections of both operations and facilities, identify safety hazards and recommend corrective action.
- * Review accident/incident reports and near miss reports. Types of accidents, causes and trends shall be identified and appropriate corrective action suggested.
- * Obtain and analyze available data on past injuries and illnesses and identify trends and suggest appropriate corrective action.
- * Assist in the development of effective health and safety awareness programs.
- * Encourage feedback from all individuals with regard to health and safety related ideas, problems and solutions.
- * Provide support and serve as a resource in the development, implementation, and maintenance of a comprehensive safety, loss control program.
- * Develop written programs to ensure compliance with OSHA health and safety regulations.
- * Serve as an advisory body to management on health and safety issues.
- * Providing suggestions and recommendations for resolution of health and safety concerns.

Members:

Committee members shall constitute a diverse group of employees from both faculty and broadband personnel. Faculty and Student members shall serve a staggered 2 year term.

Responsibilities:

Management's Responsibilities:

- * Enforce all safety and health rules and procedures.
- * Actively promote health and safety.
- * Allow the time for committee representative participation in meetings and assigned responsibilities.
- * Allocate resources necessary to implement loss control committee activities.
- * Lead by example in following all health and safety rules.
- * Support committee decisions.
- * Provide timely feedback to the committee.
- * Perform the initial investigation of all injuries, incidents and near misses.

Chairperson's Responsibilities:

- * Appointed by NDSCS to act as the main contact for loss control and safety activities.
- * Actively promote health and safety.
- * Act as communication liaison between management and the committee.
- * Facilitate the loss control committee meetings.
- * Coordinate the assignment of activities to committee members.
- * Establish necessary deadlines based on member input.
- * Follow-up on assigned responsibilities.
- * Schedule and develop agenda for meetings based on member input.
- * Prepare an annual report of the committee's accomplishments.
- * Prepare a report of the committee's objectives for next calendar year.
- * Introduce new members.
- * Ensure the effectiveness of the meeting by directing discussions to meet mission and objectives.

Committee Members Responsibilities:

- * Actively promote health and safety.
- * Attend safety and loss control committee meetings on time or arrange for an alternate to attend.
- * Communicate committee activities to his/her department.
- * Serve on appointed project teams or sub-committees.
- * Bring safety and health concerns to committee meetings and/or to the attention of the affected employee's supervisor.
- * Assist with the development of the agenda upon request.
- * Serve as an example by following all safety rules and safe work practices.

Meetings:

- * Meetings will be held quarterly at a date and time that will be evaluated per semester for member input.
- * Special meetings of the committee may be called by the Chairperson upon his/her initiative, or upon the request of at least five members.
- * Special meetings will be counted as regular meetings when being applied towards quarterly meeting commitments.
- * The minutes of the meeting will be recorded and distributed to each committee member by electronic or paper mail.
- * A copy of the minutes for each meeting will be forwarded to the Office of Management and Budget Risk Management Division.
- * Agenda submitted to members one week in advance of meeting.

Quorum:

A quorum for the conduct of voting on business at each meeting shall be a simple majority of the committee members.

Member List:

<u>Title</u>	<u>Name</u>	<u>Phone</u>	<u>E-mail</u>
Safety Coordinator	Ann McGray (Chair)	671-2790	Ann.Mcgray@ndscs.edu
Human Resource Director	Peggy Torrance	671-2904	Peggy.Torrance@ndscs.edu
Physical Plant Director	Michael Ellingson	671-2314	Mike.Ellingson@ndscs.edu
Director of Student Life	Michael Johnson	671-2194	Michael.Johnson@ndscs.edu
Dining Services Supervisor	Karen Bajumpaa	671-2331	Karen.Bajumpaa@ndscs.edu
Student Health Services	Miriam Skilbred	671-2286	Miriam.Skilbred@ndscs.edu
Dean of Technology and Services	Barb Bang	671-2277	Barbara.Bang@ndscs.edu
Dean of Arts, Science and Business	Ken Kompelien	671-2297	Ken.Kompelien@ndscs.edu
VP of Governmental Relations	Harvey Link	671-2353	Harvey.Link@ndscs.edu
Faculty	Jeff Berg	671-2139	Jeff.Berg@ndscs.edu
Faculty	Sue Swanson	671-2334	Susan.Swanson@ndscs.edu
Faculty	Jim Aakre	671-2144	James.Aakre@ndscs.edu
Campus Police Director	Steve Schmitz	671-2728	Stephen.Schmitz@ndscs.edu