

Risk Management Environmental Health & Safety

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Administrative Assistant

[Crystal Guilbeau](#)

Once the forms are completed and submitted to Human Resources, the Department of Risk Management will conduct an independent investigation. This investigation includes interviews with the injured employee and any witnesses to the incident. When the investigation is completed, training recommendations will be submitted to the injured employee's supervisor to present at the next department meeting. The training recommendation could include a safety video to view or in-person training from the Director of Risk Management.

The Department of Risk Management offers training to supervisors on how to conduct a thorough work-related injury investigation. If interested contact the Director of Risk Management.

2 Keep Exits Clear

Building exits are one of the most important life-safety systems built into campus buildings. While often taken for granted, exits are usually seen from a single dimension. Most people visiting a building, especially students, tend to only consider one exit. Of course, that "one" exit is the way they entered the building. During an emergency such as a fire, it is imperative building occupants consider all the exits as a means of escape.

Take a moment to watch this [video](#) for more information on building exits and means of egress.

3 Complacency Causes Accidents

It is important to remind ourselves that [nothing is routine](#). To keep ourselves and our colleagues safe, we must avoid complacency and distraction, doing all that we can to remain focused upon the tasks that we are performing, and the area around us. All of us are human, though, and there are many things which can occupy our attention. Thus, we present a few different ways that all of us can keep our attention where it needs to be.

- Get enough sleep, especially before you expect to conduct any hazardous processes. [A tired mind is comparable in many ways to a drunken one](#), and can very easily have lapses that may cause significant safety concerns.
- Shake up your schedule. While there are good reasons that we establish our schedules in the ways that we do, making a few tweaks in your order of operations can keep your mind active, which allows you to keep it focused upon your tasks.
- Take time for safety. Starting each departmental meeting with a safety moment can be an easy way to keep everyone thinking about what safety hazards are arising as they work, especially with full group participation, perhaps with a small reward, such as a candy bar, for those who present topics for discussion.
- Take care of your colleagues. An occasional extra set of eyes can help you realize when you're starting to get complacent, or when you've overlooked a hazard to begin with.

1 On the Job Accidents

The Department of Risk Management investigates all on the job accidents. Any employee involved in a work-related accident is required to submit an [Employee's Report of Injury form](#) as soon as possible after the accident. The employee's supervisor must investigate the accident and complete the [SORM-703 Incident/Accident Investigation form](#). These forms can be obtained through the above links.