

Policy and Procedure		RISK MANAGEMENT PROGRAM
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RISK MANAGEMENT PROGRAM MANUAL

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LAMAR STATE COLLEGE PORT ARTHUR



RISK MANAGEMENT PROGRAM MANUAL

(It is not the intent of this manual to be the sole source document for the agency's risk management program. Each agency is still responsible to comply with applicable provisions of Volume III, Section 2, of the risk management guidelines and any other nationally-recognized standard where appropriate and not specifically addressed in this manual.)

LAMAR STATE COLLEGE - PORT ARTHUR

RISK MANAGEMENT PROGRAM

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1. RISK MANAGEMENT

Definition of Risk Management

The TEX.LAB.CODE ANN., Chapter 412 provides the mandate for a state agency to develop a risk management program. For most state agencies, a risk management program involves the development and implementation of appropriate programs, policies, procedures and practices whereby risk exposures and losses can be effectively identified, managed, and controlled.

Generally accepted risk management principles include the development of appropriately documented programs, policies, and procedures and are necessary to guide the operations of an organization in a manner that prevents and/or reduces exposures to loss and actual losses. Such documentation is traditionally provided for the benefit of the organization's employees in written format to facilitate understanding and clarity of purpose and intent. The need for and provision of written programs, policies, and procedures from a risk management perspective is dictated by the existence of exposures to loss. If losses exist, then written programs, policies, and procedures are beneficial. According to sound risk management theory, if the organization inherently possesses an exposure to loss, then an appropriate program, policy, and/or procedure to manage or control the exposure should be provided.

2. POLICY STATEMENT

Lamar State College-Port Arthur's commitment to risk management is long-term. This commitment reflects the philosophy that the human, physical, and financial resources are aimed at reducing exposures and losses.

Scope

To better protect tax resources and provide Texas taxpayers the most service for their tax dollar, the procedures and guidelines contained in this manual have been adopted for use by all employees of Lamar State College – Port Arthur and any person acting on behalf of the College. It shall be considered the duty of all persons mentioned above to strive for minimal risk to the College and its components.

Reducing risk and preserving resources shall be one of the foremost responsibilities of Lamar State College – Port Arthur personnel. To this end, A Risk Management Committee (RMC) was appointed.

3. ORGANIZATIONAL STRUCTURE

The Risk Management Committee (RMC) committee is made up of the Purchasing Manager, Director of Physical Plant and the Director of Human Resources. This is a permanent appointment because of the background that is needed to serve effectively.

The entire Risk Management Team (RMT) shall consist of the three members mentioned above and the members of two subcommittees. Those two committees shall be the Safety Subcommittee and the Disaster Response and Recovery Subcommittee. These committees will be staffed with appointees from various campus factions and will be appointed according to their expertise in the area of appointment. The Safety Subcommittee shall meet twice per academic year and shall establish a comprehensive long-range safety training program for all employees. The Disaster Response and Recovery Subcommittee shall meet when there is a need. They shall establish a system for monitoring all campus operations that might pose a threat to the environment and consequently put the College at risk.

In the event of an accident, the RMC shall, with the authority of the President, institute an investigation of said accident. All pertinent data, along with the finding of facts and written statement of witnesses, shall be made part of the permanent files kept in the Human Resources Office.

4. Property Conversion

Rationale

The purpose of the property conservation program is to identify, conserve, and protect the tangible personal property assets (“property”) of Lamar State College – Port Arthur. LSC-PA assets are held in trust for the benefit of the state and its citizens.

Property Exposures

The basis of an effective property conservation program is an accurate inventory. LSC-PA conducts an annual physical inventory of property in compliance with §403.273(f) of the Texas Government Code and the rules of the Texas Comptroller of Public Accounts (“Comptroller”). Following completion of the physical inventory, LSC-PA certifies the inventory and submits documentation to the State Property Accounting (SPA) System in the Comptroller’s Office.

LSC-PA has implemented the State Property Accounting System as its system of record for the maintenance of inventory records.

Property Manager

The Texas Government Code (§403.273) makes LSC-PA executive management responsible for the proper custody and care of state property. In accordance with the Texas Government Code, the Vice President for Finance has designated a Property Manager. The property manager is required to maintain property records and be the custodian of property possessed by LSC-PA.

Lost, Destroyed, or Damaged Property

The Texas Government Code (§403.273) holds LSC-PA executive management, property manager, or LSC-PA employee entrusted with the property, financially liable for LSC-PA property that disappears or deteriorates if the loss is due to the failure of such person(s) to exercise reasonable care for the safekeeping and maintenance of the property. LSC-PA, in accordance with the Texas Government Code (§403.273), must report to the State Auditor and the Texas Attorney General when there is reasonable cause to believe that any state property in LSC-PA’s possession was lost, destroyed, or damaged through the negligence or fault of any state official or employee. If the Attorney General determines that the loss, destruction, or damage was the fault of a state official or employee, the Attorney General may take appropriate action to recover the value of the property.

Transfer of Personnel Property

State agencies are authorized by the Texas Government Code (§403.273) to transfer property between agencies under certain reporting requirements.

Salvage and Surplus Property

Any salvaged or surplus property must have written authorization to remove it from LSC-PA's inventory.

Loss Control Monitoring

Monitoring the property conservation program provides the necessary information and understanding to assess the overall effectiveness of the program. Monitoring and awareness closely follow supervisory duties for loss control. Property conservation records will be maintained in an organized and up-to-date manner in order to allow for optimum evaluation of the program. The property manager will, at least annually, evaluate property losses and identify the reason for the losses and the dollar value of all property involved.

Protection of Real Property

Real property includes unimproved land and buildings intended to be permanently attached to the land. LSC-PA owns real property and is responsible for the proper use and care of that portion of the building it physically occupies. To fulfill that requirement LSC-PA will:

1. Inspect and train in the use of fire safety equipment;
2. Observe and enforce good housekeeping procedures;
3. Observe security rules and cooperate with building management and security procedures;
4. Cooperate in proper and timely building maintenance; and
5. Institute and practice emergency procedures.

5. Traffic Safety

Traffic safety is extremely important to this agency. The maintenance of a valid driver's license and a safe driving record is a condition of employment for certain positions. Agency management will determine what action will be taken concerning personnel action as a result of an employee's driver's license or adverse record status. Personnel action may be up to and including discharge, but any personnel action will be taken in accordance with agency personnel policies. Reference the Vehicle Fleet Management Plan at: http://www.lamarpa.edu/dept/hr/_appm/appm.pdf (APPM 7.0 Traffic-Parking Safety and Fleet Management Plan)

The following practices are adopted by the agency:

1. All agency drivers must have a valid driver's license and an acceptable driving record.
2. Applicable motor vehicle laws within the state, county, and city must be observed.
3. Have a current Motor Vehicle Record Form on file with Human Resources Office.
4. Notify Human Resources Office of any change in his or her license status. This includes notification of moving violations and/or traffic accidents.
5. Complete a Vehicle Use Report and maintain a detailed record of expenses such as fueling or emergency mechanical work.
6. Seat belts must be worn at all times by drivers and all passengers.
7. Assume responsibility for any and all fines or traffic violations associated with your use of a College vehicle.
8. Never drive under the influence of drugs or alcohol. This includes "over the counter" or prescription medication that may affect the driver's ability to drive.
9. Smoking in vehicles is not allowed.
10. Do not eat, drink, or operate any equipment that may distract or interfere with the safe operation of the vehicle.
11. Do not use radar/laser detection devices or wear headphones/earphones while operating the vehicle.
12. Exercise caution when using cellular phones. Refer to Vehicle Fleet Management

Plan Section 8.05.

13. Never transport passengers such as hitchhikers, family members, or friends for unauthorized use.
14. Turn the vehicle ignition off, remove the keys, and lock the vehicle when you leave it unattended.
15. Never drive the vehicle at speeds that are inappropriate for the road conditions.
16. Drive courteously and defensively.
17. Return the vehicle free of litter, noting any problems with the vehicle on the Vehicle Use Report.
18. All state travel rules and regulations must be followed without exception.
19. Report all accidents to the College's Fleet Manager and to the police department in the jurisdiction where the accident occurred. Refer to the insurance carrier's provided form for accident documentation.
20. In the event an employee is involved in a traffic collision, the following action(s) must be followed:
 1. Stop the vehicle immediately at the scene. Then move the vehicle to a safe location if the vehicle is blocking traffic and can be driven.
 2. Aid any injured person(s) and request emergency assistance from police, firefighters, or emergency personnel.
 3. Report the accident by telephoning law enforcement authorities having appropriate jurisdiction.
 4. Report the accident to your supervisor and to the agency's safety officer. If driving a rental vehicle, report the incident to the rental agency.
 5. Do not admit any fault or liability to any other party involved in the accident.
 6. Obtain insurance information from the driver of the other vehicles(s).

6. Workers' Compensation Program

What is Workers' Compensation Insurance?

Workers' compensation laws are based upon the theory that the burden of on-the-job injuries should be shifted from the worker to the employing business, and ultimately to the consuming public, as a cost of doing business. These laws protect and benefit the employee by providing speedy, simple, effective, and inexpensive relief, without regard to the fault of the employer, the employee, or third parties.

Prior to the enactment of such laws, injured workers often were denied any compensation for work-related injuries. In those cases where they were granted relief by the courts, it was usually only after a lengthy and expensive process.

In 1913, the Legislature passed Texas's first workers' compensation law, but it did not apply to state employees. It was not until 1973 that a workers' compensation statute was passed that is applicable to most state employees (Texas Civil Statutes, Article 8309g, now recodified as Chapter 501 of the Texas Workers' Compensation Act). Under this statute, the state is self-insuring with respect to an employees' compensable injury.

An employee may notify their employer within five days of beginning work that they do not want to be covered by workers' compensation and prefer to keep the common-law right to recover damages for personal injury or death. If the employee does not choose this option, then workers' compensation is that employees' exclusive remedy for an on-the-job injury. This means that the employee may not sue the employer or co-workers for damages.

Workers' compensation claims of state employees are filed with and determined by the State Office of Risk Management, but income and medical benefit disputes are adjudicated by the Texas Department of Insurance, Division of Workers' Compensation (DWC). The **SORM executive director** acts in the capacity of the insurer as an adversary before DWC and the courts and presents the legal defenses and positions of the state as the insurer. The SORM executive director is authorized to make rules and prescribe forms.

Who is Covered?

A state employee who has not opted out of the coverage, as discussed above, and who sustains an injury in the course of employment is entitled to receive compensation under this system. In the case of a fatality, the deceased employee's legal beneficiaries are entitled to benefits. The term "injury" includes occupational diseases.

A state employee is a person who is in the service of the state, whether that person is elected, appointed, or hired by oral or written contract, whose duties require that the person work in a political subdivision of the state, but who is paid from state funds.

The following people are **not** considered employees of the state for purposes of workers' compensation;

- Independent contractors
- Volunteers, except during a Governor-declared State of Emergency
- Members of the state military forces, except while on active duty
- Persons covered by federal workers' compensation
- Offenders
- Consumers or patients of a state institution or agency
- Non-employed students receiving a scholarship stipend

In most cases it is easy to determine if an on-the-job-injury has occurred, but some cases require further investigation. However, it is not the claims coordinator's responsibility to make this determination. If the injured employee feels that the injury or illness is work-related, then it should be reported. The determination of compensability is made by SORM, whose decisions may be disputed before DWC.

What does it pay for?

Weekly Compensation

Payment of compensation for time lost from work due to an on-the-job injury is made directly to the employee on a weekly basis, unless monthly benefits are requested. Only those employees who are physically unable to perform their usual job task for more than seven days following the date of injury are eligible to receive weekly compensation payments. The first seven consecutive or cumulative days following the injury date are called the waiting period and no weekly compensation payment is due for the time lost for that period. However, if an employee is off work for more than 14 calendar days, the weekly compensation for the waiting period is paid retroactively.

An injured employee may elect to use sick and/or annual leave instead of receiving lost time benefits. While sick/annual leave is being used, lost time benefits will not be paid.

There are differences if the employee elects to receive lost time benefits. The amount of each week's lost time compensation payment is calculated as a percentage of the employee's average weekly wage, subject to a maximum and a minimum limit established by the Texas Workers' Compensation Act Weekly. The average weekly wage includes compensation for the employee's insurance premium and other regularly entitled benefits. The injured employee is responsible for paying the insurance premium when the agency is no longer covering that fringe benefit.

Compensation Due in Fatal Cases

Beneficiaries of a deceased employee are due weekly compensation payments equal to a percentage of the employee's average weekly wages, subject to a maximum amount and a minimum amount established by the Texas Workers' Compensation Act. Weekly payments to the surviving spouse are payable for life or until the spouse remarries. In the event of remarriage, a lump-sum payment equal in amount to the compensation due for a period of two years is paid. Weekly payments to a child shall continue until the age of 18 or beyond such age if the child is actually dependent (disabled at time of the injury), or until 25 years of age if enrolled as a full-time student in an accredited educational institution. All other beneficiaries (where there is neither a surviving spouse nor child) are due weekly payments for 364 weeks.

Selection of Doctor

The State Office of Risk Management has partnered with Forte' Inc. to provide access to a certified Workers' Compensation Health Care Network, known as CompKey Plus. With the exception of emergency care, employees who live within the network's service area are required to obtain medical treatment for a work-related injury from a network provider. After any emergency situation has passed, employees will be required to seek necessary additional care for the injury from network providers. Employers are required to provide employees notice of the network's requirements, including a list of network providers.

If the employee does not live in a workers' compensation health care network service area, there is no requirement to receive health care from the workers' compensation network providers. In this case the employee is entitled to seek care from any provider they choose. Employees are entitled to request a change of their treating doctor if they wish. The process is different in and outside the network.

Medical Fees and Charges

SORM will pay only for those services that are determined to be reasonable and necessary and related to the injury. By statute and rule, DWC has specified 16 treatments which require pre-authorization or prior approval. Health care providers within the CompKey Plus Healthcare network have different preauthorization requirements. Without this approval, SORM may not be responsible for payment.

Employees eligible for workers' compensation medical services should be instructed to inform their health care provider that the injury may be covered by workers' compensation provided by the State of Texas, and to give the health care provider their SORM claim number.

Prescriptions

Prescriptions to treat the effects of a workers' compensation injury may also be covered. A pharmacy Preferred Provider Program is available to injured employees, through ScripNet, Inc., but is not required. SORM will pay only for prescriptions that are reasonable and necessary and related to the injury.

Useful Numbers and Addresses

The main phone number for SORM is (512) 475-1440. Phone numbers for preauthorization and pharmacy providers are available by calling SORM's main number.

The fax number is: (512) 370-9025.

Injured employees can contact SORM through its toll-free number, (877) 445-0006.

Suspected fraud or abuse of the workers' compensation system can be reported to SORM's toll-free fraud hotline, (888) 445-0006.

Information about SORM and claims forms can be accessed from SORM's web site.

<http://www.sorm.state.tx.us/claims-coordinator-handbook-overview>.

The complete policy is on-line at: http://www.lamarpa.edu/dept/hr/_appm/appm.pdf (APPM 4.8 Workers' Compensation)

7. EMPLOYEE HEALTH & SAFETY

An effective loss control program starts with safe employees, which begins with a well-defined employee health and safety program.

Assignment of Responsibility

The President is responsible for the establishment, implementation, and monitoring of the Lamar State College – Port Arthur's (LSCPA's) Employee Safety and Health Program. To accomplish this, the President shall:

1. Appoint a staff member as LSCPA's safety officer, who shall report directly to the President on safety-related issues.
2. Promoting safety and health considerations as integral components in the planning and decision-making process at all levels of the organization.
3. Establish and communicate reasonable and measurable safety and health goals.
4. Hold managers/supervisors/employees accountable for acts and conditions within their areas of responsibility and control.

The safety officer is responsible for establishing and administering the LSCPA's Employee Safety and Health Program. Specifically, the safety officer is to assist, advise, and guide the operation of the agency safety program. To accomplish this, he/she will:

1. Prepare information to be presented to all new employees concerning the Employee Safety and Health Program.
2. Assist management/supervision in establishing reasonable and measurable safety goals and objectives and provide performance feedback in attaining the established goals and objectives.
3. Annually review and update as needed the Safety and Health program.
4. Promote safety awareness through the distribution of educational materials such as posters, flyers, brochures, and safety articles.
5. Attempt to correct, if possible, any observed condition or practice that has caused, or has the potential to cause, an injury or damage to property. The circumstances and as much fact as possible should be reported to the supervisor immediately.
6. Seek training opportunities regarding safe work practices and safe operating procedures.

Safety and Health Training

Employee training is probably our most valuable accident prevention tool in developing employee awareness of safety. Existing employees who are changing jobs require training to perform their new jobs more efficiently and safely. Training is extremely important for employees assigned to an activity requiring reaching, material handling, and repetitive motion. Supervisors need training in safety management techniques to serve as the role models and to ensure employees are performing their assigned tasks in a safe and efficient manner.

Retraining of employees at various times is necessary to reinforce safety procedures and to maintain proficiency in safe task performance.

The safety and health training component can be divided into two major categories; new employee orientation and specialized training.

1. **New Employee Orientation:** This is the first opportunity to establish the expectations for the college's safety and health program. This orientation training will normally be conducted within the first week of employment.

2. **Specialized, High Interest Areas or Specific Subject Matter Training:** The frequency and subject matter will be determined by a training needs assessment to be performed on a yearly basis by the safety officer and approved by the President. Safety training does not have to be scheduled as a separate session. Most general safety training can be presented during a regularly scheduled staff meeting. General safety training normally includes topics such as office safety, prevention of repetitive injuries hazard recognition, hazard avoidance, and may cover hazards encountered off the job. Specialized training normally requires more time and in some cases will need to be conducted by professional sources outside the agency. Examples of specific specialized training which may be appropriate for staff include but are not limited to:
 - First Aid Training
 - Cardiopulmonary Resuscitation (CPR)
 - Back Injury Prevention Training
 - Cumulative Trauma Disorders
 - Use of Fire Extinguishers
 - Workplace Violence
 - Personal Protective Equipment (PPE)

Records and Documentation

It is essential that all training be adequately documented. As a minimum the following information should be obtained and maintained on file.

- Date of training
- Name of instructor (affiliation, if not an agency employee)
- Lesson plan or brief outline of subject matter covered
- Name and signature of all in attendance

Hazard Identification and Reporting Program

An inspection program can be viewed as fact-finding with emphasis on locating potential hazards that can adversely affect safety and health of student, faculty and staff. Its primary purpose is to detect potential hazards so they can be corrected before an accident occurs. An

inspection can determine conditions that need to be corrected or improved to bring operations up to acceptable standards, both from safety and from operational standpoints. Secondary purposes are to improve operations and thus to increase efficiency, effectiveness, and productivity. While management ultimately has the responsibility for inspecting the workplace, authority for carrying out the actual inspection process extends throughout the organization.

Responsibilities

Supervisors and managers will continually observe their employees and work areas for unsafe work practices or conditions in assigned work areas; identify any observable safety hazard or unsafe work practice which may be present; and to personally correct, or implement immediate corrective action, and follow-up.

Individual employees will be alert to note and personally correct, if possible, any observable safety hazard or unsafe work practice within their individual work area. In the event the hazard or unsafe work practice cannot be immediately corrected, each employee is further responsible to immediately report the situation to his/her immediate supervisor.

The Safety Committee Chair will conduct annual formal safety walk-through inspections.

The Safety Committee will meet once an academic year.

Reporting and Documentation

Supervisors and managers may use a checklist located at <http://www.lamarpa.edu/?url=/dept/pp/index.html> as a guide and to document random or periodic inspections.

Supervisors and managers will use the on-line work order submission process in order for the safety officer to investigate and/or correct any deficiencies.

Physical Plant will generate and monitor the work order and will inform the safety officer of the progress.

The safety officer will conduct random spot checks on corrective action(s) taken and conduct/document at least an annual agency wide comprehensive inspection.

Accident/Incident Investigation, Reporting, and Analysis

Most effective and efficient safety programs are by far proactive programs with primary emphasis in the prevention of workplace illness or injuries. Likewise, and based on years of observation, these programs share a common, clearly visible, and measurable objective of prevention in workplace illness or injuries. During evaluations of these programs, one can easily find a well-defined and documented trail of workplace hazard identification and analysis, comprehensive and thorough inspection reports, and well-documented follow-up corrective action(s). Prevention through early identification and intervention of any actual or potential loss-producing event should be the norm inherent in all organizational management activities.

However, like a coin, there is always the other side. In spite of best efforts, the dynamics of the environment, insidious material, and procedural obsolescence, combined with the human factors involved, will out-manuever the best made plans or procedures and can ultimately lead to a mishap or a misfortunate event resulting in unforeseen property loss or an injury. This is the reactive side of the coin and of equal importance since now it is necessary to find out what happened? Why? In order to prevent recurrence and to make an informed decision by the insurance carrier on compensability issues.

Investigations should be conducted involving the following circumstances:

An accident which results in an employee injury.

An incident which results in a “near-miss” is one which “almost” or “could have” resulted in an injury-producing accident.

An incident which results in damage to state property.

A vehicle collision involving a state vehicle driven by an employee.

http://www.lamarpa.edu/dept/hr/_appm/appm.pdf (APPM. 7.0 Traffic-Parking Safety and Fleet Management Program.)

A collision involving a private vehicle driven by an employee on state business.

http://www.lamarpa.edu/dept/hr/_appm/appm.pdf (APPM. 7.0 Traffic-Parking Safety and Fleet Management Program.)

An occupational illness or disease, including but limited to: any form of cumulative trauma disorder (i.e., carpal Tunnel Disorder, back/neck pain, etc.).

Responsibilities

The supervisor will normally be the first person notified of an accident or incident. As soon as possible after an accident which results in injury to an employee or damage to property, the supervisor will: take immediate action as appropriate to prevent any further injury to an employee or damage to property; and will see that first aid is rendered as appropriate, and/or emergency assistance requested. If needed, the supervisor will notify the safety officer who

may assist the supervisor in conducting an investigation to include preparation of an accident report form. http://www.sorm.state.tx.us/Risk_Management/RALP/forms.php (SORM 703) The Director of Human Resources (Workers' Compensation Claims Coordinator) will ensure that appropriate forms are completed and submitted to the appropriate agency.

Drug Free Workplace Program

Based on its commitment to assure the safety and health of its students and employees, Lamar State College - Port Arthur seeks to maintain a work and learning environment free of the unlawful manufacture, distribution, possession or use of a controlled substance or the abuse of alcohol.

http://www.lamarpa.edu/dept/hr/_appm/appm.pdf (APPM 5.13 Drug Free Workplace)

Each new employee will receive and sign a "Certificate of Employee" form on or before the first day of employment. The following statement:

I have read and understand the requirements regarding the maintenance of a drug free workplace (APPM. 5.13). I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited at my workplace. I understand that violating those prohibitions can subject me to discipline up to and including termination. I realize that as a condition of employment, I must abide by the requirements of the College in this regard and I will notify my supervisor of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law may mandate that the College must notify the appropriate federal agency within ten (10) days after receiving notice from the employee, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

Tobacco Free Workplace Program

Lamar State College - Port Arthur recognizes its commitment to the emotional and physical well-being of its students, faculty, and staff. There is increasing concern, interest, and anxiety about the effects of secondary tobacco smoke on individuals exposed to it and the dangers associated with tobacco smoking. Lamar State College - Port Arthur acknowledges the seriousness of this problem and recognizes its obligation to promote public health on this campus by protecting its students, faculty, and staff from hazardous conditions which are within the College's ability to regulate. The

complete policy is found at http://www.lamarpa.edu/dept/hr/_appm/appm.pdf
(APPM 5.15 Smoke Free Workplace)

Acquired Immune Deficiency Syndrome (AIDS)

Acquired Immune Deficiency syndrome (AIDS) is a fatal disease which has become a nationwide public health problem. Lamar State College - Port Arthur acknowledges the seriousness of this problem. In health related matters such as this, the college follows the guidelines of recognized authorities including the National Center for Disease Control, the United States Public Health Service, the Texas Department of Health, and American College Health association. Further, the College will conform its actions to the Texas Communicable Disease Prevention and Control Act and other law.

The complete policy is found at http://www.lamarpa.edu/dept/hr/_appm/appm.pdf
(APPM 5.17 Acquired Immune Deficiency Syndrome)

8. HUMAN RESOURCES PROGRAM

Human Resources risk management is the process of managing the elements that could potentially harm an organization from a personnel standpoint. This can include problems such as accident's, legal issues, and dramatic changes in the market. It can also be used to handle important transactions, such as a change in management.

An important aspect of human resource risk management is to avoid employee accidents. This includes ensuring that all workers are properly trained for their jobs.

Avoiding legal trouble is another aspect of human resource risk management. This includes ensuring that the college is adhering to and not in danger of violating laws and governmental regulations. It may also involve creating guidelines for conducting business in such a way that legal problems can be avoided. This can include ensuring that employee relations, hiring practices, and the employee onboarding and termination procedures are managed correctly. This policy is found at http://www.lamarpa.edu/dept/hr/_appm/appm.pdf (APPM 1.5 Functions of the Office of Human Resources)

Human resources risk management also plays a role in the hiring process. It is in the best interest of the organization to use background checks, references, and interviews to determine if an applicant is a potential risk for the company. This can include anything from illegal activity to skill gaps which could increase the risk of performing a particular job. This process is especially important when hiring for leadership roles, whether externally or internally, as having the wrong person in these positions can have a dramatic effect on the well-being of the company.

http://www.lamarpa.edu/dept/hr/_appm/appm.pdf (Section 2 – Hiring Practices)

The Human Resources office is committed to maintain an active and continuing state records management program in compliance with federal and state law. Records management is the application of management techniques to the creation, use, maintenance, retention, and ensuring access to public information, and reducing costs for state records. This includes:

- Following the established records retention schedules;
- Management of filing and information retrieval systems in any media;
- Adequate protection of state records that are vital, archival, or confidential according to accepted archival and records management practices;
- Economical and space-effective storage of inactive records;
- Control over the creation and distribution of forms, reports, and correspondence; and
- Maintenance of public information in a manner to facilitate access by the public.

9. INSURANCE PROGRAM

Insurance policies for the College are purchased and copies are maintained in the appropriate department and/or by the Texas State University System.

Insurance coverage for Lamar State College-Port Arthur includes the following:

- I. Vehicles
Lamar State College-Port Arthur participates in the SORM automobile program which is administered by Wells Fargo Insurance Services. LSC-PA carries liability auto insurance on licensed vehicles and generally carries collision and comprehensive on vehicles less than eight years old.
- II. Buildings and Facilities
Lamar State College-Port Arthur participates in the Texas State University System insurance program that is administered by Alliant Insurance Services. The coverage includes conventional property damage, flood and terrorism for buildings and facilities.
- III. Boilers & Equipment
The Physical Plant at LSC-PA carries a policy through Chubb Insurance. Coverage includes any statutory inspections of boilers and machinery that should be conducted.
- IV. Crime and Fidelity
Lamar State College-Port Arthur participates in the Texas State University System insurance program that is administered by Alliant Insurance Services.
- V. Statewide Directors and Officers
Lamar State College-Port Arthur participates in the SORM/Texas State University System insurance program administered by Arthur J. Gallagher Risk Management Services, Inc. for State of Texas entities.
- VI. Athletics
The Athletic Department at LSC-PA purchases an insurance policy for student athletes, dance team members, and mascots, outside of the coverage offered by the Texas State University System. The policy is secondary in nature. LSC-PA will only be held financially responsible for the payment of medical expenses that result from injuries occurred during supervised athletic trips, practices, or games.
- VII. Student Activities
Lamar State College-Port Arthur purchases an accident policy specifically for sponsored student travel through the College. It covers medical & dental, loss of life, limbs or sight.

10. DISASTER RESPONSE AND RECOVERY PLAN

The Federal Emergency Management Agency (FEMA) describes an emergency as “any unplanned event that can cause significant injuries or death to employees, customers or to the public, or that can shut down your business, disrupt operations, cause physical or environmental damage, or threaten the facility’s financial standing or public image.” Numerous events can be emergencies, and will be handled according to the following protocol. Fifteen emergencies are specifically dealt with in this plan.

- Bomb Threat
- Explosion
- Fire
- Fume/Vapors
- Flooding
- Hazardous Substance Spills
- Mechanical Failures
- Utility Failures
- Medical Emergencies and Community Health Issues
- Public Relations Emergencies
- Severe Weather (other than tropical weather)
- Student Crisis (suicide, assault, etc.)
- Technology, Telecommunications, and Information Services
- Violent or Criminal Behavior (Campus shooting, rape, assault, etc.)
- Hurricane and Tropical Weather Systems

Purpose

This plan is intended to acquaint personnel with potential campus hazards, to indicate the action required to overcome or minimize these hazards, and to delineate responsibility in carrying out such action.

General

It is the responsibility of the administration, faculty, and staff within the best of our ability to assure a safe environment on the campus of Lamar State College – Port Arthur (LSC-PA). In an effort to be prepared for a disaster, either natural or man-made, we establish these policies and procedures.

Policy

The Office of the President will serve as the headquarters for the implementation of this plan. The response to any disaster on campus will be measured and timely. The varied nature of potential disasters requires that the Crisis Management Team, Assessment Team, and the designated Disaster Response Team maintain certain flexibility. These teams should strive to work within the boundaries of this pre-planned policy in order to avoid poor decision-making

and coordination during the excitement and confusion of a real incident. This plan can be accessed at http://www.lamarpa.edu/dept/pp/docs/dr_plan.pdf.

11. HAZARD COMMUNICATION PROGRAM TEXAS HAZARD COMMUNICATION ACT

Lamar State College – Port Arthur will maintain an effective “Hazard Communication Program” in accordance with the current RMTSA Guidelines, Volume III, Section Two, Chapter 7.12; Texas Health and Safety Code, Chapter 502, Texas Hazard Communication Act: OSHA, 29 CFR 1910.1200€(1). Ref:
www.sorm.state.tx.us/RMTSA_Guidelines/Volume_Three/2Chapter7/32712.php.

The above noted regulation sets forth “to ensure that the hazards of chemicals produced or imported by chemical manufacturers or importers are evaluated, and that information concerning their hazards is transmitted to affected employers and employees. The transmittal of information is to be accomplished by means of comprehensive hazard communication programs, which are to include container labeling and other forms of warning, material safety data sheets and personnel training.”

This program as well as the regulation is otherwise referred to as the “Right to Know Law”, which in effect is designed to provide knowledge, warning, protection and training to employees who may be exposed to hazards of chemicals and other materials.

The entire Hazard Communication Program is located on line at:
<http://www.lamarpa.edu/dept/pp/docs/Hazard-Program.pdf>.

12. RETURN – TO – WORK PROGRAM

It is the policy of Lamar State College - Port Arthur to provide a Return-to-Work Program as the means to return injured employees to meaningful, productive employment following a injury or illness

The return to work program provides opportunities for any employee of this agency who sustains a compensable injury during the course and scope of employment, a disability as defined by the Americans with Disabilities Act, and/or a serious health condition as defined by the Family Medical Leave Act to return to work at full duty. If the employee is not physically capable of returning to full duty, the return to work program provides opportunities when available for the employee to perform a temporary assignment in which the employee's regular position is modified to accommodate the employee's physical capacities, or to perform an alternate duty position.

This return to work program shall not be constructed as recognition by Lamar State College - Port Arthur, its management, or its employees that any employee who participates in the program has a disability as defined by the Americans with Disabilities Act of 1990. If an employee sustains an injury or illness that results in a disability under the ADA, it is the employee's responsibility to inform his or her supervisor or a person in a responsible management position when a disability under the ADA exists and that a reasonable accommodation is necessary to perform the essential functions of his or her job.

Specific procedures shall be provided to guide all employees regarding the return to work program. All employees, divisions, and facilities of the Lamar State College - Port Arthur is expected to support and fully comply with this policy and the procedures provided to implement this policy.

The complete policy is located on-line at: <http://www.lamarpa.ed/dept/hr/-appm/appm.pdf>. (APPM 4.9 Return-To-Work)