

Risk Management	Procedure Number	9.9P
	Effective Date	9/25/23

1.0 POLICY AND PURPOSE

In alignment with our Risk Management Policy, Laramie County Community College (LCCC) understands there are inherent risks in the operation of a comprehensive institution of higher learning. The purpose of this procedure is to establish the methods to minimize these risks.

LCCC has established methods to minimize risks and hazards to create a risk-aware culture at LCCC. These methods develop a safe work environment for employees and students by compliance with OSHA and other regulatory requirements. Protect college assets with adequate and appropriate insurance. And promote ownership of risk and proactive stewardship of college resources through the use of risk assessments.

2.0 REVISION HISTORY

Adopted on: 9/25/23

3.0 PERSONS AFFECTED

All full-time, part-time, adjunct employees and students of LCCC.

4.0 DEFINITIONS

- 1) **Safety programs and plans:** Comprehensive written tools that detail a framework for safety practices.
- 2) **Risk:** The effect of uncertainty on a process or objective
- 3) **Hazard:** Something which has the potential to adversely impact (ie. cause harm) an asset if not controlled or if deliberately released or applied.
- 4) **Risk assessment:** A systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.
- 5) **Mitigation:** A strategy to prepare for and lessen the effects of a risk.

5.0 PROCEDURES

The procedures to implement the Risk Management Policy are broken into four key areas: The Safety Committee, Occupational Health and Safety, Insurance, and Risk Assessments.

The Safety Committee

- 1) The safety committee is a group of employees representing the diversity of the work performed on the campus to advocate and assist in safety related functions. These functions include the following:
 - a. Developing written safety programs
 - b. Promoting safe work practices

- c. Facilitating safety training
 - d. Performing workplace inspections
 - e. Reviewing injury and illness records
 - f. Increasing awareness about workplace safety issues
 - g. Identifying hazards and recommending appropriate control measures
- 2) While the constituency of the Safety Committee is open to all employees, the following should always be represented:
- a. Trade Programs such as Auto and Diesel Tech, Welding, Wind Energy, and AMMC
 - b. Science Programs such as Chemistry and Biology
 - c. Health Sciences
 - d. Athletics
 - e. Plant Operations
 - f. Agricultural Programs / Arena Operations

Occupational Health and Safety

- 1) The occupational health and safety procedure is in place to keep employees of the college safe and aligns with OSHA standards and requirements. Programs and plans are created to educate employees of hazards and risks and provide appropriate mitigations.
- 2) Because of the diversity of programs and activities at LCCC, plans may be developed to provide greater specificity than the plans included in this procedure, however they must not conflict with plans in the Risk Management Procedure.
- 3) Required safety programs and plans in place to meet OSHA standards and occupational safety concerns are available in the Risk Management Virtual Office and include:
 - a. Lockout/Tagout program
 - b. Chemical Hygiene Plan
 - c. Hazard Communication Plan
 - d. Blood Borne Pathogen Plan
- 4) Programs and plans will be created with input and guidance from the LCCC safety committee.
- 5) Additional plans and programs may be created as needed as determined by the safety committee.
 - a. Regular reviews of programs and plans will be conducted by the Risk Manager and safety committee as needed to ensure they are up to date with the current conditions at LCCC and the current regulatory requirements.

Insurance

- 1) LCCC will balance risks with the use of appropriate insurance as needed. These include property, liability, crime, auto, professional, and other insurances.
- 2) Options should be evaluated to mitigate or completely avoid risks. Not all risks can be mitigated, in these instances opportunities to share or transfer risks to another party through insurance or other contracts is used.

- 3) In special instances separate, additional, or different insurances than those already covering the college may be needed. This could be for a specific activity, event, contract or grant. Employees and departments should not directly purchase insurance. For any insurance needs or questions please contact Risk Management.

Risk Assessments

- 1) LCCC works through Risk Management to identify areas of risk and potential liability, and to develop risk response strategies to mitigate loss and maximize opportunities. We promote a culture of risk awareness by involving all college stakeholders in the day-to-day management of risks. An integral part of promoting this culture is through the use of a risk assessments.
- 2) Risk assessments should be performed on the development of programs, events, purchase and installation of new equipment, and modifications to existing services.
- 3) The process of managing risk at LCCC involves:
 - a. Establishing the context of the activity
 - b. Identifying the risks
 - i. Including the likelihood of each risk occurring
 - ii. Identifying the severity of consequences associated with each risk
 - c. Assessing and prioritizing the risks
 - d. Determining risk mitigations to reduce the likelihood and/or severity of consequences
 - e. Continually monitoring and reviewing the risks and mitigations
- 4) Risk assessments should be at an appropriate level for the activity.
 - a. There is not a one size fits all risk assessment. An assessment on a small activity will should be less involved than a major one.
 - b. The appropriate stakeholders should be involved in development of the risk assessment
 - c. The Risk Manager can aid in determining the right level of assessment, help perform the assessment, and provide assessment templates appropriate for the activity.