2016 Business Affairs Support Staff Conference

Uh Oh…

Now What?…

Now Where?

Presenters: Kristy Burnette, Institutional Risk Management
Stan H. Harts, Environmental Health & Safety
What do we do?

• Risk management is a systematic process in which exposures/risks are identified, analyzed and mitigation plans developed.

• Six categories of risk: strategic, financial, operational, compliance, hazard and reputational
How do we manage risks?

• Prevention
• Mitigation
• Insurance
  • Property/Building
  • Equipment
  • Fine Art/Special Collections
  • Student Internship
  • Vehicle
How we can help you

• Insure high value equipment
  • UNCW owned
  • Equipment borrowed from another institution
• Business Travel insurance
  • Available to faculty/staff traveling outside the US
  • Spouse/family coverage available
• New vehicle purchase or change in vehicles
• Certificate of Insurance (COI)
• Special programs/Summer camps
Vehicles

- State owned vehicles
  - Must carry liability insurance
  - Comp/Collision also an option
  - Applicable to street legal golf carts, GEM cars, cars, trucks, vans
  - Department is responsible for the insurance charges
- Personal vehicles
  - Accidents/damage not covered under UNCW vehicle insurance policy
Reporting an Accident involving a Vehicle

1) Stop immediately
2) Take steps to prevent another accident at the scene
3) Call an ambulance as necessary
4) Notify campus police
5) Do not sign any paper or make any statement as to who was at fault
6) Get the name and address of each witness
7) Notify your supervisor as soon as possible
8) Notify Institutional Risk Management

Applicable to: All accidents involving state-owned vehicles and rental vehicles on travel authorizations. These vehicles may be driven only by UNCW employees.
Contact Us

Kristy Burnette  
burnettek@uncw.edu  
962-2220

Kim Howell  
howellk@uncw.edu  
962-7481
How can EH&S Assist You?

- 11 person staff
- Trained in safety, environmental, health, sustainability, ADA, OSHA compliance, ergonomics and a many other areas
- Services
  - Advisor/Partners
  - Training
  - Compliance
Minors on Campus

- Minors Policy 02.250
  - Background checks
  - Written procedures
  - Required training
- Other situations
  - Supervised family members
  - Unsupervised, non-program minors
Animals on Campus

- Draft Policy
  - Service Animal
  - Support Animal
  - Pet

- Research
  - IACUC
  - Non-vertebrates exempt

- Animals Outside
Accidents Involving Injury

- **Assess**
  - Is it severe, if yes call 911; if no render first aid

- **Care**
  - Employees to MEDAC
  - Students to Student Health or Healthcare provider

- **Report**
  - To Human Resources or UPD and always EH&S
International Incident

• What are some concerns with international travel

• Civil unrest, disease, natural hazards

• Return of goods/specimens to the United States

• Drones, drugs, minors

• Accidents
Special Events

• Occupancy
• Inflatables
• Tents
• Generators
• Weather
• Special requests
Training

- CPR
  - Adult/Child/AED/First Aid
  - Can do infant or wilderness upon request
  - $45 per person
- In person training
- Computer Based Training through Vivid Learning
  - Variety of EH&S courses
  - Implemented on maintenance departments first, then research, finally service and academic
UNCW Alert

• Sign up for UNCW alert
  • Sirens
  • Text
  • Email
  • Hotline
  • Website
  • Social Media

Charting a Course for Excellence
What is that smell?!

- Causes of indoor air quality complaints
  - Humidity
  - Not enough outside air
  - Contaminants in the space
  - Dry traps
- Peak seasons for complaints
- What is the typical process for investigation
  - Visual Inspection
  - Basic Parameters Survey
  - Sampling assessment
# Contact Us

## General Issues:

**Stan H. Harts**  
hartss@uncw.edu  
962-3108

**Priscilla Sykes**  
sykesp@uncw.edu  
962-3057

## Laboratory & Health:

**Deb Tew**  
tewdg@uncw.edu  
962-7017

## Emergency Management:

**Eric Griffin**  
g riffinek@uncw.edu  
962-7874