



## POLICY AND PROCEDURE STATEMENT ADM 16.0.0 Risk Management

Purpose: This Policy and Procedure Statement provides guidance to staff regarding assets of the State, damages to property or the incidents involving the general public.

Effective Date: September 1, 2021

Superseded Policy: n/a

References: 47 O.S. § 759; 74 O. S. Section 85.58A et seq.; 40 O.A.C. 1-1-3; 260 O.A.C. 70-3-2

Related Forms: OMES Agency Contact Update; OMES Accident Information – Trifold; OMES In Case of Accident Card; OMES Agency Property/APD Loss Notice; OMES SLIR – Vehicle or Property; OMES Scope of Employment; OMES SLIR – Employment Incidents

Approved By: Joshua Smith

The Risk Management primary and secondary coordinators are responsible for supervising and managing the agency’s risk management program and to serve as the contact person for all OMES Risk Management issues. The Director and Business Manager are the current designated coordinators. Any updates or changes to Agency contacts shall utilize OMES Form "[Agency Contact Update Form](#)" and submit to OMES Risk Management. OMES has also implemented an [online claims](#) process that may be used.

### **Purpose**

- To protect the assets of the State against any loss with the potential to significantly impact the Division’s operating budget.
- To implement measures developed to eliminate or significantly minimize injury to employees, the general public, and to the State’s property and/or assets.
- To implement programs, policies and procedures which ensure continuity of services to citizens of the State of Oklahoma.
- To achieve these goals in an effective, economical and quality manner.

### **Implementation**

#### **Incident Scene Management**

The Risk Management coordinator is responsible for ensuring the proper steps are taken at the scene of any liability incident to secure the safety of persons and/or property. Each employee is responsible for promptly reporting any potential liability incident to their supervisor or to the agency Risk Management coordinator. Each employee is responsible for notifying the division/office complex security office or the appropriate law enforcement agency responsible for the area where the incident occurred.

## **Reporting Agency Property\Auto Physical Damages**

1. When an employee is involved in an incident involving automotive damages or property damages, the employee shall immediately notify the agency Risk Management coordinator.
2. The employee and Risk Management coordinator will complete the "[Agency Property or APD Loss Notice](#)" form.
3. The completed form shall be submitted to the agency's Risk Management coordinator. The Risk Management coordinator shall fill out a Standard Liability Incident Report form and both forms shall be forwarded to OMES Risk Management immediately after the Risk Management coordinator has performed a complete investigation of the incident.

## **Reporting Vehicle Liability Incidents**

1. The Agency coordinator will ensure that each agency leased vehicle contains the [OMES Accident Information Form – Trifold](#) and the [OMES In Case of Accident Card](#) in the glove compartment/box.
2. When an employee is involved in an incident while operating a vehicle on state business, the employee shall immediately notify the nearest security office or law enforcement officer.
3. The employee operating the vehicle shall remain at the scene until the completion of all processes required by law, unless injuries are sustained which require treatment or other extenuating circumstances exist that prevent the employee operating the vehicle from remaining at the scene.
4. The employee operating the vehicle shall fill out an [Accident Information form](#) located in the glove compartment. The completed form shall be submitted to the agency's Risk Management coordinator. The Risk Management coordinator shall fill out a [Standard Liability Incident Report](#) form and both forms shall be forwarded to OMES Risk Management immediately after the Risk Management coordinator has performed a complete investigation of the incident.
5. An incident involving a fatality, personal injury or property damage must be reported immediately to the OMES Risk Management. An answering service, at 405-521-4999, is available 24 hours a day, seven days a week. This number is also located on the In Case of Accident form.

### **Record Keeping**

- The Risk Management coordinator shall keep original records, readily retrievable by date, location of incident and name of parties involved.
- The Risk Management coordinator shall notify the OMES Risk Management by telephone the next working day following the date of the incident.
- The Risk Management coordinator shall complete and send a [Standard Liability Incident Report](#) form to OMES Risk Management. All other information available regarding the liability incident shall also be sent to OMES Risk Management including but not limited to any completed "[In Case of Accident Form](#)" and "[Scope of Employment Form](#)" to the Risk Management Department.

## Reporting Slip, Trip and Fall Incidents

### 1. Introduction

The Board of Tests has a legal responsibility for preventing accidents in the workplace and recognizes that slips and trips resulting in falls are a common cause of major injury in the workplace.

These accidents can be reduced through regular auditing of the environment, appropriate risk assessment, planning and positive management. Together with good housekeeping, they can and should be prevented.

The main causes of slips, trips and falls are:

- Slippery surfaces due to being wet, dusty, or contaminated by other substances or fluids.
- Obstructions of passageways and aisles, either permanent or temporary.
- Uneven surfaces and changes of level such as unmarked ramps.
- Environmental conditions (poor lighting, wet weather etc.)

### 2. Purpose

The purpose of this section of the policy is to set out the measures required to ensure that the risks of Workplace Slips, Trips and Falls are identified and that appropriate measures are in place to reduce the risk of incidents occurring.

### 3. Scope

The contents and requirements of this section of the policy are applicable to the following groups.

- All paid employees of the Board of Tests.
- Individuals who are not direct employees but who undertake duties on any premises owned, leased, or managed by the Board of Tests. These may include:
  - Volunteers
  - Contractors and Suppliers working on Board of Tests premises

*'In the event of an infection outbreak, flu pandemic or major incident, the Board of Tests recognizes that it may not be possible to adhere to all aspects of this document. In such circumstances, staff should take advice from their administrators and all possible action must be taken to maintain ongoing patient and staff safety.'*

### 4. Definitions

- **Slip** - To slide unintentionally for a short distance by losing balance, footing or by unintended sliding usually resulting in either the regaining of balance or a fall.
- **Trip** - To make a false or unintended step or stumble over an obstacle by unintentionally contacting that obstacle with part of the anatomy usually resulting in the regaining of balance or a fall.
- **Fall** - A fall is an event whereby an individual comes to rest on the ground or another lower level with or without loss of consciousness.
- **PPE** - Personal Protective Equipment.

## 5. Duties And Responsibilities

**The State Director** has overall responsibility for the effective implementation of this policy.

**Board of Tests Staff** are responsible for ensuring that the requirements of this policy are effectively implemented in their areas of responsibility.

**Board of Tests Staff** are responsible for ensuring that the Slips, Trips and Falls procedures in this policy are implemented and monitored within their areas of responsibility. They must:

- Identify any potential slip, trip, fall related hazards within their areas of responsibility or control
- Immediately implement measures to control any identified risks
- Promptly remove equipment that is not safe or suitable for purpose
- Ensure all articles are stored in designated areas
- Investigate Slips, Trip and Fall incidents ensuring that a post incident Risk Assessment is completed

**Board of Tests Staff** are responsible for maintaining the environment to minimize the risk of slips, trips, and falls and in line with statutory requirements falling under BOT jurisdiction. For example: using appropriate cleaning materials; reporting a need for maintenance of flooring, lighting, roads and pathway; and monitoring contractors and sub-contractors to ensure they do not create any unnecessary hazards.

**Risk Management Coordinators** are responsible for

- Monitoring all staff accidents and incidents, including those events and claims relating to slips, trips, and falls
- Escalating risks to the appropriate party for discussion.

**Board of Tests Staff** have a responsibility to ensure that the workplace is maintained in a condition that will minimize the risks of injury or ill health to others.

## 6. Reporting procedures

- When a slip, trip and/or fall incident occurs involving injury, the employee(s), if capable, should immediately take action to assist or stabilize the injured and call for emergency services if needed.
- The employee and Risk Management coordinator will complete the "[Personal Injury/Non-Vehicle](#)" form.
- The completed form shall be submitted to the agency's Risk Management coordinator. The Risk Management coordinator shall ensure the form is completed shall be forward it to OMES Risk Management immediately after the Risk Management coordinator has performed a complete investigation of the incident.

## **Statement by the Parties Involved**

An employee whose conduct or performance is questionable in a liability incident shall be required to cooperate in good faith with the defense of any claim presented in connection with the incident. An employee who is involved in or a witness to a liability incident should not make any statements concerning the assumption of liability. Provide only the information required by the authorities during their investigation. The employee shall not sign any statement except as required by the individual's employer, authorized legal counsel, OMES Risk Management, or any law enforcement authority investigating the incident.

## **Investigation**

The Risk Management coordinator will make sure each liability incident is promptly and thoroughly investigated. The investigation shall include the identities of all possible claimants and witnesses. A description of the event including the date, time and location shall be provided. An estimate of the amount of damages shall be calculated.

## **Training and Notices**

The Risk Management coordinator shall make adequate provisions for training and notifying all employees regarding their responsibilities under the agency tailored OMES Risk Management Program.

## **Coordination with OMES Risk Management**

The Risk Management coordinator is the primary facilitator for the agency, the State of Oklahoma Risk Management Division, and when necessary, the legal counsel. The Risk Management coordinator is the primary contact for arranging meetings, investigations, record reviews and other activities with OMES Risk Management.

**END OF POLICY AND PROCEDURE STATEMENT**