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## SAFETY AND LOSS CONTROL POLICY

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**PURPOSE:** This policy was created to establish the scope and nature of the University's safety and loss control programs and to establish a Safety and Loss Control Committee to provide leadership and guidance for those programs.

### I. Policy Statement

Boise State University is committed to the protection of its personnel, students, visitors, campus facilities, information systems, and financial resources. This policy outlines the University's general approach to risk management. More specific responsibilities and programs related to occupational safety, environmental protection, data management, and insurance are identified in other University policies.

### II. Scope

The Safety and Loss Control Policy and programs of the University are provided for the benefit of employees, students, visitors, taxpayers, and the environment and respond to [State of Idaho's Executive Order No. 99-06: Comprehensive Safety and Loss Control Policy](#).

### III. Definition

#### A. Safety and Loss Control Committee

A Safety and Loss Control Committee shall serve as the University's primary source for leadership and policy guidance on matters affecting risk management, environmental and occupational health, safety, insurance, and the security of persons and properties. Membership of the committee shall consist of the following:

1. Executive Director, Facilities Administration;
2. Risk Manager, Office of Risk Management and Insurance;
3. Director, University Security;
4. Occupational Health and Safety Officer, Campus Environmental Health and Safety Office; and
5. Environmental Health Officer, Campus Environmental Health and Safety Office.

### IV. Responsibilities

#### A. Managers and Supervisors

Managers and Supervisors have primary responsibility for the identification and analysis of potential risks to people, facilities, and information management systems within their administrative units. They shall assign a high priority to the reduction of risk in the development of plans, operations, and budgets. They shall also ensure compliance with safety and loss control laws and programs to the extent enabled by their authority and resources.

#### B. Employees and Students

Employees and students shall conduct their campus activities in a manner that will

minimize risk to themselves and others and will protect University facilities, information, and financial resources.

C. Safety and Loss Control Committee

1. Among other functions, the Safety and Loss Control Committee shall review health, safety, and financial loss data, make recommendations to the appropriate University Administration for improvements in procedures, policies, or programs, and facilitate prompt corrective action where needed.
2. The Safety and Loss Control Committee will convene on a quarterly basis, unless a specific need arises that requires more frequent or interim meetings.
3. As necessary, the Committee will invite various University department heads to attend specific meetings for their direct involvement and input on risk management, safety, or environmental health issues affecting personnel and facilities under their control.

D. Other Department

The Office of Risk Management and Insurance and the Department of Facilities Administration have the authority to develop and implement risk management, environmental health, safety, and loss control programs as necessary to protect the people, environment, facilities, information, and financial resources of the University.

V. Procedures

A. Reference

For additional resources and other policies related to safety, environmental health, and loss control, refer to:

1. [Policy 6802c](#) - Environmental Health and Safety,
2. [Policy 6805c](#): Safety and Loss Control Training,
3. [Policy 6816c](#) - Building Coordinators,
4. [Policy 6815c](#) – Emergency Action Procedures,
5. See Idaho's Statewide [Safety and Loss Control Model](#) for additional resources.