

**Administrative Council
Midwestern State University
Approval via Electronic Vote**

November 6, 2023

Meeting No. 24-01

The Administrative Council approved the policies below via email and they were signed by President Stacia Haynie on November 6, 2023. Approval emails were received from the following members: Dr. Marcy Brown Marsden, Ms. Zetta Cannedy, Mr. Paul Chappell, Ms. Dawn Fisher, Ms. Julie Gaynor, Ms. Ashley Hurst, Dr. Keith Lamb, Ms. Rhonda McClung, Dr. Michael Mills, Dr. Karen Moriarty, Mr. Kyle Owen, and Mr. Kyle Williams.

- I. MSU OP 02.43 Enterprise Risk Management
- II. MSU OP 34.01 University Health and Safety Program



Stacia Haynie, Chair



Betsy Tucker, Secretary



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP)

OP 02.43: Enterprise Risk Management

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	President
Responsible Office:	Vice President for Administration and Finance
Next Scheduled Review:	12/01/2027. This OP will be reviewed in September of every fourth year, or as needed, by the Vice President for Administration and Finance with substantive revisions forwarded to the President.

I. Policy Statement/Purpose

Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (TTU) System, is required by TTU System Regulation 1.1.1 (Enterprise Risk Management (ERM) – Standards of Practice) to develop and implement ERM tools to effectively manage risk through successful identification, mitigation, and monitoring activities.

II. Application of Policy

This policy is applicable to MSU faculty, staff, student organizations, and visitors, programs, activities and business operations.

III. Definitions

A. Environmental Health, Safety, and Risk Management (EHSRM) Committee:

The University entity:

- (1) serving as the primary campus resource for technical and administrative guidance to support University personnel designated to be responsible for specific aspects of the University’s health and safety program; and
- (2) identifying the appropriate administrative person(s) to develop and implement enterprise risk management tools to effectively manage risk through successful identification, mitigation, and monitoring activities.

B. Enterprise Risk Management (ERM):

A process, overseen by the TTU System Chancellor and President of MSU, applied in strategy setting and across the enterprise, designed to identify potential events that may affect the entity, manage risks to be within its risk appetite, and to provide reasonable assurance regarding the achievement of entity objectives.

IV. Policy/Procedure

A. General

1. The ERM philosophy is to focus on the key elements of ERM to serve as a management and communication tool that assists in reducing risks and improving the chances of success in the accomplishment of goals found in a strategic plan and/or other key continuing operational programs. In many cases, risks cannot be eliminated, but ERM enables the University to manage them more efficiently and effectively.
2. The University has a viable, functioning EHSRM Committee that meets on a quarterly basis, or on call of the Chairperson as needed. See [OP 02.29: University Boards, Councils, and Committees](#). The Committee is responsible for identifying the appropriate administrative person(s) to develop and implement ERM tools to effectively manage risk through successful identification, mitigation, and monitoring activities.

B. Standards

1. The EHSRM Committee should include the following key elements in the application of ERM:
 - a. Identify and Prioritize Risk - Identify and prioritize risk associated with the achievement of strategic plan goals and/or other key continuing operational programs.
 - b. Determine Level of Acceptable Risk – Management determines the level of risk acceptable to the organization, including the acceptance of risks designed to accomplish the organization’s objectives.
 - c. Develop Mitigation Activities – Develop and implement mitigation activities to reduce, or otherwise manage, risk at levels that were determined to be acceptable to management.
 - d. Conduct Ongoing Monitoring – Conduct monitoring activities to periodically reassess risk and the effectiveness of controls to manage risk.
 - e. Report Periodically on ERM Process – Report and communicate periodically on the application of the Enterprise Risk Management tools in the management of risk. Risk deficiencies should be reported upstream, with serious matters reported to top management.

2. The above elements should be applied across the University in accordance with the strategic plan, but also be used as a tool to address departmental or functional unit level risk at appropriate levels of detail.

C. Biennial Requirements

1. The EHSRM Committee shall assist the University in annually providing a report to the Chancellor and Regents in conjunction with the TTU System Administration's annual strategic plan report to the Board of Regents using a standard format.

Biennial Timeline – Even numbered years:

- Second Friday in November of preceding odd numbered year – TTU System Administration Office of Risk Management (ORM) initiates update process with component institutions.
 - Second Friday in March of the even numbered year – Component updates due to ORM.
 - May Board meeting – TTU System Administration and component institutions presentations.
2. The biennial report requires identification of:
 - a. Risks – key threats that may prevent accomplishment of a goal.
 - b. Mitigation activities – controls, programs, processes, or procedures in place to reduce the likelihood or severity of the risk.
 - c. Monitoring activities – systems, reports, or executive reviews use to track and analyze the risks associated to the goal and the related effectiveness of mitigation activities.
 3. TTU System Office of Risk Management will provide guidance and templates annually for the progress reports. Current information is available at TTU System Enterprise Risk Management (806-742-0212).

V. **Related Statutes, Rules, Regulations, Policies, and Resources**

Related Statutes/Rules:

[Texas Labor Code, Chapter 412](#)

[Texas Administrative Code \(TAC\), Title 28, Part 4, Chapter 252](#)

[TTU System Regents' Rules Chapter 07.03.4:](#)

Duties and responsibilities. Administrators at all levels of management are accountable for setting the appropriate tone of intolerance for fraudulent acts by strictly displaying the proper attitude toward complying with laws, rules, regulations, and policies, including ethics policies. In addition, administrators shall be cognizant of the risks and exposures inherent in their area of responsibility, and shall establish and maintain proper internal controls which will provide for the security and accountability of the resources entrusted to them.

[TTU System Regulation 1.1.1: Enterprise Risk Management - Standards of Practice](#)

Related MSU Operating Policies/Procedures:

[OP 02.29: University Boards, Councils, and Committees](#)

[OP 34.01: University Health and Safety Program](#)

[OP 62.08: University Emergency Management](#)

Related Resources:

[Business Continuity Plan](#)

[Emergency Management Plan](#)

[MSU Campus Safety Manual](#)

[MSU Risk Management Manual](#)

[MSU Strategic Plan](#)

VI. Responsible Office

Contact: Vice President for Administration and Finance

Phone: _____

E-mail: _____

VII. Revision History

07 Nov. 2023: Adopted and approved by MSU President Stacia Haynie to comply with Texas Tech University System Regulation 1.1.1: Enterprise Risk Management – Standards of Practice.



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (OP)

OP 34.01: University Health and Safety Program

Approval Authority:	President
Policy Type:	University Policy and Procedure
Policy Owner:	President
Responsible Office:	Vice President for Administration and Finance
Next Scheduled Review:	02/01/2027. This OP will be reviewed in September of every fourth year, or as needed, by the Vice President for Administration and Finance with substantive revisions forwarded to the President.

I. Policy Statement/Purpose

The purpose of this policy is to assign responsibility for maintenance of a safe academic, working, and recreational environment, free of unsafe or hazardous conditions for students, employees, and visitors of Midwestern State University (“MSU” or “University”), an institution of higher education and a component institution of the Texas Tech University (“TTU”) System.

II. Application of Policy

This policy is applicable to MSU faculty, staff, student organizations, and visitors; programs, activities and business operations.

III. Definitions

1. Environmental Health, Safety, and Risk Management (EHSRM) Committee:

The University entity:

- a. serving as the primary campus resource for technical and administrative guidance to support University personnel designated to be responsible for specific aspects of the University’s health and safety program; and
- b. identifying the appropriate administrative person(s) to develop and implement enterprise risk management tools to effectively manage risk through successful identification, mitigation, and monitoring activities.

IV. Policy/Procedure

1. The goal of the Health and Safety Program is to develop positive attitudes regarding safety among all members of the University community. It is essential that deans, directors, department heads, faculty, and staff supervisors take an active part in initiating preventive measures to control hazards associated with activities under their direction. Safety must be an integral part of **all** programs at MSU.
2. It is the University's intent to comply with all appropriate federal and state laws, codes, or acts that apply to the University. These regulations, along with supporting guides, rules, and procedures, as established by the University campus committees and governmental agencies, will provide the basis for the campus safety program.
3. Committees, appointed under authority of the President, composed of representatives from the academic, administrative, and service organizations within the University, will serve in an advisory capacity to the administration on health and safety matters.
4. Overall administration of the campus health and safety activities is coordinated through the University's Environmental Health, Safety and Risk Management (EHSRM) Committee. See [OP 02.29: University Boards, Councils, and Committees](#). This Committee is the primary campus resource for technical and administrative guidance needed to support University personnel designated to be responsible for specific aspects of program activities.
5. Responsibilities for the University's Health and Safety Program are:
 - a. General
 - (1) Every employee of the University has the responsibility to participate actively in helping create a safe and healthy campus environment.
 - (2) The primary responsibility to provide and maintain a safe campus environment on a day-to-day basis lies with each supervisor.
 - (3) Persons using the equipment and facilities of the University are required to follow safe and proper procedures, to report all accidents promptly, and to bring to the attention of supervisors and faculty members unsafe conditions or practices.
 - (4) No undertaking or project is of such importance that expediency or shortcuts will be allowed to compromise safety.
 - b. Administrators, Deans, Department Heads

It is the responsibility of all administrators, deans, and department heads to maintain healthful and safe working conditions within their jurisdiction, to monitor and exercise control over their assigned areas, and to implement the following designated safety-related procedures:

 - (1) Assist in identifying areas, facilities, and equipment that present a health or safety hazard. If it becomes necessary to replace, upgrade, or add additional items of equipment to ensure a proper and safe working environment,

available department or university funds must be given first priority for such replacement, upgrading, or acquisition.

- (2) Develop department specific safety policies, as applicable, and submit for review by the EHSRM Committee every two years.
- (3) Ensure that all personnel are briefed and fully understand work procedures and existing safety policies that enforce their use.
- (4) Make available and enforce the use of necessary safety equipment and protective equipment recommended by the EHSRM Committee for the job being accomplished.
- (5) Make every effort to observe and comply with all health and safety regulations. The EHSRM Committee will provide consultation/guidance on local, state, and federal regulations and serve as the intermediary and contact point for all health and safety activities involving regulatory agencies.
- (6) Seek prompt medical treatment for all injuries and call 911 if the situation is serious or life threatening. Contact the MSU Police Department (PD) in case of an accident/injury. Assure that the accident is reported in a timely manner and [proper forms](#) are completed.
- (7) Review all accidents to help eliminate similar accidents from occurring.
- (8) Actively solicit suggestions from employees that will contribute to the constant improvement and establishment of a hazard-free and healthful work environment.
- (9) Promptly notify the EHSRM Committee when circumstances exist that caused or could cause an accident.
- (10) Ensure all supervisory personnel are informed of their responsibilities to ensure that new employees are properly trained for the task to be performed prior to the initiation of the job duties. Supervisory personnel should also be informed of the penalties for failure to provide such training to new employees.

c. Supervisors

Supervisors are responsible for instructing personnel under their direction in proper operational procedures for the job being performed. Facilities and equipment under their jurisdiction are to be monitored and maintained in a safe condition. Additional responsibilities of supervisors include:

- (1) Explain to all new employees safety regulations that are relevant to their specific work duties and enforce their compliance. If there are questions regarding regulations, consultation with the EHSRM Committee is available.
- (2) Report unsafe conditions, equipment, and practices observed to the EHSRM Committee on the same day that such deficiencies are noted. Encourage employees to watch for and report unsafe conditions immediately.

- (3) Provide personnel with needed safety equipment, devices, and clothing, and demonstrate their proper use prior to operation of equipment or performance of hazardous tasks. Enforce the use of personal protective equipment.
- (4) Maintain good housekeeping practices in all work areas.
- (5) Control unsafe practices and actions of employees such as running, smoking in prohibited areas, operating machinery without safeguards, etc.
- (6) Investigate accidents and incidents promptly, and complete necessary forms in which to fully document such occurrences.
- (7) Seek prompt medical treatment for all injuries and call 911 if the situation is serious or life threatening. Contact the MSU PD in case of an accident/injury. Assure that the accident is reported in a timely manner and [proper forms](#) are completed.
- (8) Encourage recommendations from employees to improve the safety and efficiency of the department.

d. Faculty and Teaching Assistants

Each faculty member and teaching assistant is responsible for the dissemination of information to students (and employees) under their supervision. These responsibilities include, but are not limited to, the following:

- (1) Explain to students those University and departmental safety regulations/procedures pertinent to their specific academic tasks and/or activities, including indicating the location of fire exits and safe areas.
- (2) Ensure the proper use of manual or powered equipment by first demonstrating their correct operation and, thereafter, maintaining periodic surveillance of individual users.
- (3) Require students to use personal protective equipment and clothing as needed for the proposed instruction or activity. Personal protection equipment must be maintained in good repair.
- (4) Inspect instructional areas frequently for identification and prompt elimination of unsafe practices and conditions. Advice and assistance is available from EHSRM Committee.
- (5) Seek prompt medical treatment for all injuries and call 911 if the situation is serious or life threatening. Contact the MSU PD in case of an accident/injury. Assure that the accident is reported in a timely manner and [proper forms](#) are completed.
- (6) Submit recommendations for the improvement of the immediate academic environment to the appropriate administrator, dean, or department head.

e. Employees and Students

University employees and students are subject to all campus health and safety regulations. Compliance is vital to the creation and maintenance of a healthy and safe campus environment. Responsibilities include:

- (1) Understand and comply with University and departmental safety instructions, whether written or oral, when performing assigned work duties. Request additional clarification if unsure of any safety instructions.
- (2) Use only tools and equipment approved or provided by the supervisor/instructor.
- (3) Use appropriate safety equipment and guards, and work within established safety procedures.
- (4) Report unsafe conditions, practices, or equipment to the supervisor/instructor whenever such deficiencies are observed and as often as necessary to assure their correction.
- (5) Seek prompt medical treatment for all injuries and call 911 if the situation is serious or life threatening. Inform the supervisor/instructor immediately of all injuries or accidents and assist injured persons in obtaining prompt medical treatment when necessary.

V. Related Statutes, Rules, Policies, and Resources

Related TTU System *Regents' Rules* and Regulations:

[TTU System *Regents' Rules* Chapter 07.03.4:](#)

Duties and responsibilities. Administrators at all levels of management are accountable for setting the appropriate tone of intolerance for fraudulent acts by strictly displaying the proper attitude toward complying with laws, rules, regulations, and policies, including ethics policies. In addition, administrators shall be cognizant of the risks and exposures inherent in their area of responsibility, and shall establish and maintain proper internal controls which will provide for the security and accountability of the resources entrusted to them.

[TTU System Regulation 1.1.1: Enterprise Risk Management - Standards of Practice](#)

Related MSU Operating Policies/Procedures:

[OP 02.29: University Boards, Councils, and Committees](#)

[OP 02.43: Enterprise Risk Management](#)

[OP 62.08: University Emergency Management](#)

Related Resources:

[Business Continuity Plan](#)

[Emergency Management Plan](#)

[MSU Campus Safety Manual](#)

[MSU Risk Management Manual](#)

[MSU Strategic Plan](#)

[Report Forms](#)

VI. Responsible Office

Contact: Vice President for Administration and Finance

Phone: _____

E-mail: _____

VII. History

10 Nov. 1989: Renumbered by the Board of Regents as *Midwestern State University Policy and Procedure 4.159 Safety Policy and Procedures*; formerly 3.346.

08 Aug. 1997: Revised to move responsibility of the new Environmental Safety Coordinator.

05 Aug. 2021: Renumbered by the MSU Board of Regents as Operating Policy and Procedure (OP) 34.01: Safety Policy and Procedures.

07 Nov. 2023: Renamed OP 34.01: University Health and Safety Program and completely revised to align with TTU System. Adopted and approved by MSU President Stacia Haynie.