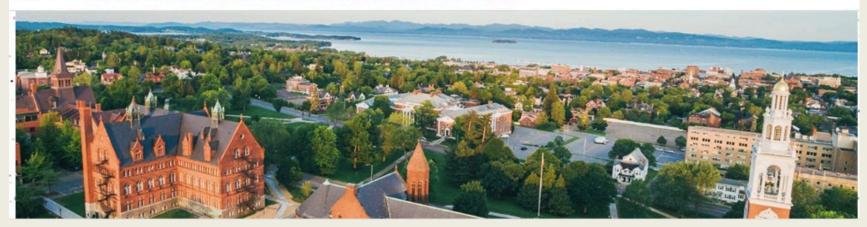
Risk Management & Safety

UVM RISK MANAGEMENT AND SAFETY



UVM RISK MANAGEMENT AND SAFETY MENU

Explor Environmental Health and Safety

Risk Management and Insurance

Risk Management is the process

of identifying, evaluating, and

mitigating risks and labilities

associated with activities and

operations across campus. We

support this effort by providing

effective risk financing (through

insurance and self-insurance),

sound claims management,

property protection services,

best practice advice, contract

health and safety support.

review and regulatory

compliance assistance.

UVM RISK MANAGEMENT AND SAFETY MENU



FALL 2020 OPERATIONS PLANNING

Top Risk Management Questions:

- How do I set up an ergonomic home office workspace?
- How do I report an injury or accident?
- How do I obtain a certificate of insurance?
- How do Lenroll in driver training?
- How do I sign up for International SOS travel protection?
- How do small vendors get insurance for their on-campus events?

Top Safety Questions:

- Where do I find COVID-19 operational guidance and compliance information for laboratories?
- How do I update my lab registry?
- How do I dispose of lab waste?
- What trainings do I need to complete?
- How do I report a safety concern?
- What do I need to do before leading a field trip?





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APLU Produces Guide to Implementing Safety Culture (PDF)

FIRE AND LIFE SAFETY

SAFETY IN THE LABORATORIES

SAFETY IN WORKSHOPS AND MACHINE SHOPS

SAFETY IN THE ARTS AND THEATRE

SAFETY FOR FIELD WORK AND FARM OPERATIONS

CAMPUS AND WORKPLACE SAFETY

WASTE DISPOSAL AND MANAGEMENT

Quick Links

- Chemical Spill Response
- Driver Training and Certification
- Reporting Incidents and Concerns
- Roles and Responsibilities
- Safety Forms, Policies, and Procedures

WORKERS COMPENSATION REPORTING

How Can We Be Of Service To You?



RISK MANAGEMENT STAFF

- Insures all UVM Property/Activities
- Reviews All Agreements, Contracts/MOUs
- Manages Workers' Comp/Employee Injuries
- Receives Property Damage Reports
- Collects Vendor/Contractor Certificates of Insurance
- Issues SOS Travel Insurance
- Conducts Ergonomics Assessments
- Manages Driver Safety Training Program

ACCIDENT & CLAIM REPORTING
PROCEDURES
LIABILITY RISK MANAGEMENT
GENERAL UNIVERSITY INSURANCE
PROTECTION
WORKERS' COMPENSATION
PROPERTY PROTECTION
PROTECTION OF MINORS
TRAVEL GUIDELINES
DRIVER TRAINING AND CERTIFICATION

How Can We Be Of Service To You?

•

Environmental Health and Safety



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NEWE COVID-19 SAFETY GUIDELINES Newe Covid-19 Information for Labs

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Quick Links

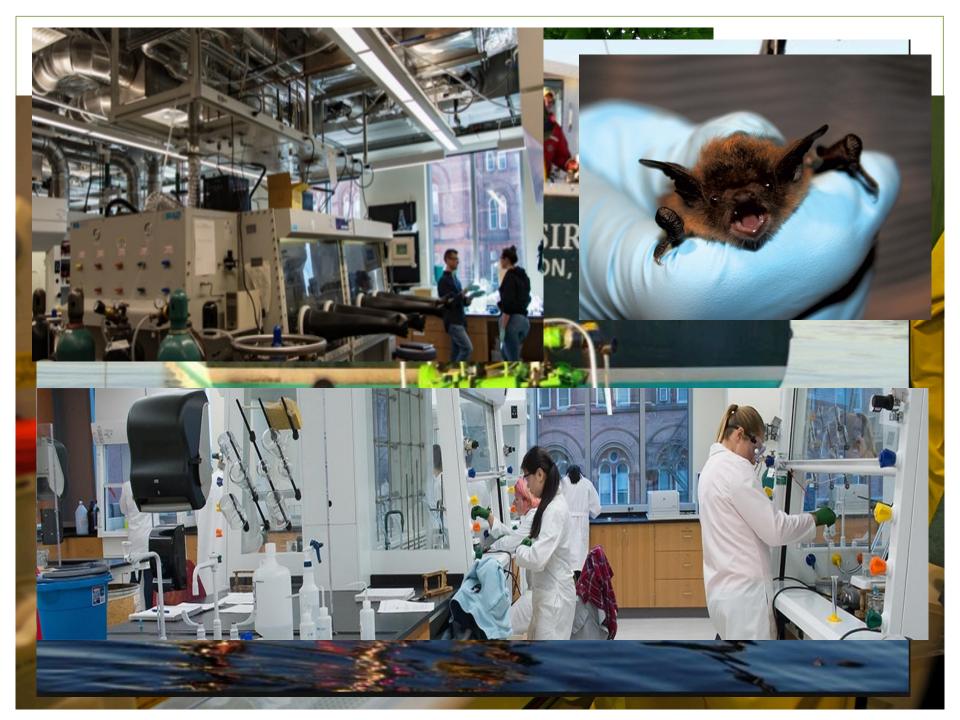
- Chemical Spill Response
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- Certification
- Reporting Incidents and Concerns
- Roles and Responsibilities
- Safety Forms, Policies, and Procedures

SAFETY STAFF

- Creates/Conducts Safety Trainings
- Conducts Hazard Assessments
- Reviews SOPs, Safety Plans
- Provides Safety Recommendations
- Conducts Lab Audits
- New Lab/Bldg Construction
- Injury Follow Up
- Chemical, Bio, Rad, etc
- Manages all Lab/Hazardous Wastes



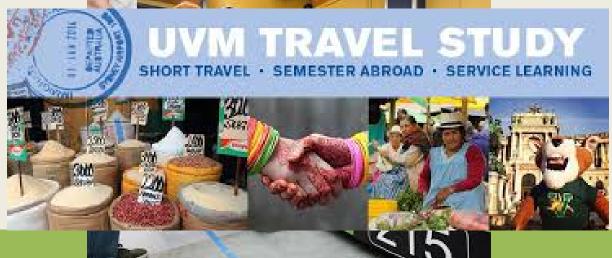
We identify, evaluate, and mitigate risks and liabilities associated with all activities and operations across campus while protecting University assets, both human and financial.



Faculty Volunteer to Be Student Government Association (SGA) Club Advisors

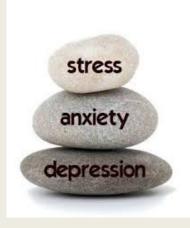


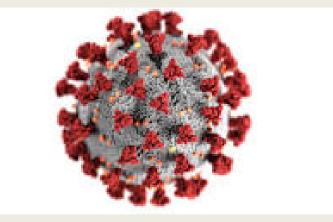




Day to day risks are always changing









Who Is Responsible for Safety?

UVM RISK MANAGEMENT AND SAFETY

Health and Safety Roles and Responsibilities

"An overarching goal is to ensure those individuals who develop and hone their scientific research skills within [our] academic research laboratories leave this university with the understanding that safety is a primary and core value in [our research] activities and that these individuals will embrace and promote those safety culture values throughout their professional careers."

- Stanford University Advancing Safety Culture in the University Laboratory

Workplace Safety Responsibilities

MENU

The University of Vermont is committed to supporting the safety, health, and welfare of our campus community. The elimination or reduction of accident-related illness, injury, and property and environmental damage is a cooperative effort and an important one. Only if safety is practiced by all can the university meet these obligations and provide a safe and healthy environment for members of this community.

To successfully achieve UVM's goal of Academic Excellence, individual members of our campus community must understand their roles and accept responsibility as described in UVM policies and plans. These are summarized in the links on this page. Please use the resource of UVM's Safety web-site to increase your personal awareness and

Roles and Responsibilities

- President and Provost
- Deans and Vice Presidents
- Chairs and Directors
- Supervisors (and Managers)
- Laboratory Supervisors (Faculty, and Principal Investigators)
- UVM Employees, Students, and Visitors
- Safety Departments
- University Safety Committees

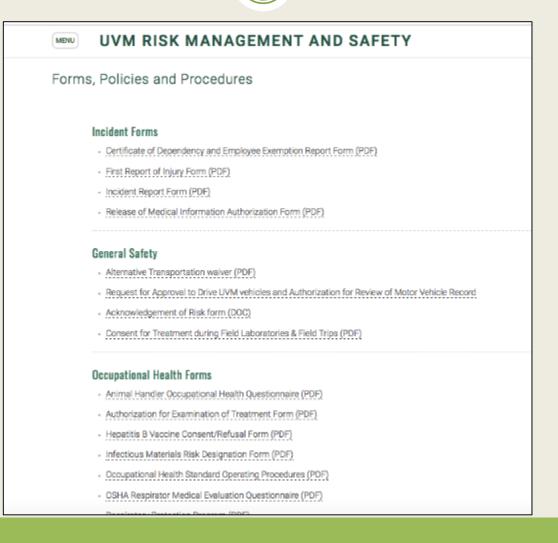
Roles & Responsibilities

University of Vermont Goals

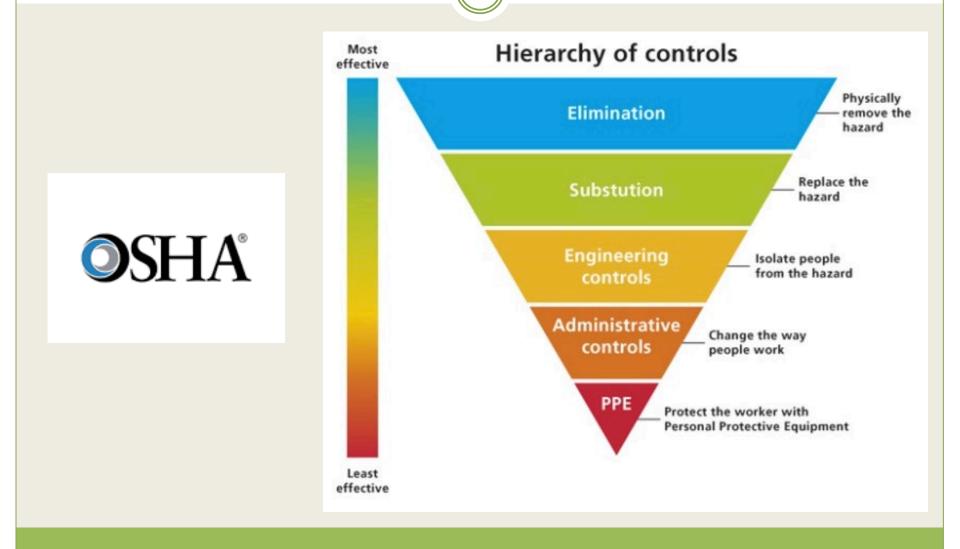
[To] realize our vision to be among the



Seek Out Safety-related Forms, Policies and Procedures



Learn To Identify and Assess The Hazards of Your Activities Using The <u>Hierarchy of Controls</u>



You Are Covered by UVM's Indemnification Policy

MENU

UVM RISK MANAGEMENT AND SAFETY

General University Insurance Protection

Faculty and staff are covered by fiduciary liability insurance, general liability insurance and errors and omissions insurance while working. If you are sued during the good faith performance of your duties, the University's insurance provides legal counsel and indemnification.

If you are involved in an accident while operating a personally owned vehicle or a vehicle leased in your name, liability protection will be governed by your automobile insurance coverage, not by UVM's. If you are involved in an accident while operating a vehicle owned or leased in the name of the University, you must report the accident to your supervisor immediately who must then report it to Risk Management (656-3242) and Police Services (656-3473).

Your personal property, whether used to perform your assigned duties or not, is not covered by UVM insurance. It is your sole responsibility.

Officer and Employee Indemnification Policy 👻

Travel Accident Insurance 👻

INCIDENT & CLAIM REPORTING PROCEDURES

LIABILITY RISK MANAGEMENT

GENERAL UNIVERSITY INSURANCE PROTECTION

WORKERS' COMPENSATION

PROPERTY PROTECTION

PROTECTION OF MINORS

TRAVEL SAFETY

DRIVER TRAINING AND CERTIFICATION

Example: A Risk Management View

MENU

UVM RISK MANAGEMENT AND SAFETY

Liability Risk Management

Contractual Liability and Contract Review 🔿

Contracts usually contain "hold harmless and indemnification" language which may hold one party responsible for the negligence of another. The University should not assume unnecessary liabilities in a contract. For this reason, all significant contracts for services, affiliation agreements or leases of premises should be reviewed by the General Counsel's Office and the Risk Management Department in compliance with the University's Contract Approval and Signatory Authority Policy (Contract policy (PDF)). The University Campus Planning Office is the central clearinghouse for lease agreements. New leases should be forwarded to that office to assure risk management and legal review. Only officers of the University are authorized to sign contracts and leases of premises. Purchasing is authorized to sign PO agreements and procurement contracts.

The Director of the Risk Management Department should review any and all contracts that may present a risk of accidental injury or loss to the University, its employees, students, or invitees, or to property owned, leased or loaned by or to the University. The Director should also review contract provisions relating to insurance; waivers of rights including subrogation; additional insured status; liability limitations or waivers; or defense, hold harmless and/or indemnification obligations. Such review shall be undertaken by the Director, Assistant Director, or Senior Risk Analyst in consultation with the General Counsel.

Please allow for a minimum of 15 days for Risk Management review.

INCIDENT & CLAIM REPORTING PROCEDURES

LIABILITY RISK MANAGEMENT

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PROPERTY PROTECTION

PROTECTION OF MINORS

TRAVEL SAFETY

DRIVER TRAINING AND CERTIFICATION

Train & Certify Drivers of UVM Vehicles



Policy V. 3.7.2

Responsible Official: Vice President for Operations and Public Safety

Effective Date: August 27, 2010

Driver Safety and Motor Vehicle Use

Policy Statement

Authorization to Drive a University Vehicle: Only authorized drivers affiliated with the University of Vermont in the capacity of faculty, staff, or student shall be permitted to drive a University vehicle. Use of a University vehicle is restricted to authorized University related activities. Any liability arising out of the personal use of a UVM owned or rented vehicle is the sole responsibility of the driver. UVM will expect the driver's personal auto insurance to respond in the event of an accident, arising out of personal use.

All drivers of UVM owned, leased, or rented vehicles must be 19 years old and hold a valid U.S. or Canadian license. All drivers for whom driving is an essential function of their job or to whom a University vehicle is regularly furnished, and all drivers of passenger vans must attend UVM Risk Management's Driver Training and have their motor vehicle record checked BEFORE being authorized to drive.(This can take up to 30 working days.) See Risk Management website to enroll: https://www.uvm.edu/riskmanagement/driver-training-and-certification

Reason for the Policy

To establish policy, procedure, and safety guidelines for UVM faculty, staff, and student use of University owned, leased, and rented vehicles.

Applicability of the Policy

OFFICE OF AUDIT AND COMPLIANCE SERVICES UVM.EDU/POLICIES

UNIVERSITY OPERATING PROCEDURE

Title: Automobile Rental for UVM Faculty, Staff and Students

Overview

All faculty, staff and students needing to rent a vehicle to perform university business (University business travelers) must have a clear business purpose and comply with the established procedures outlined below.

Applicability of the Procedure

This procedure applies to all University of Vermont faculty, staff, faculty and students.

Definitions

Long-term automobile rental: A rental greater than 30 days.

Shart-term automobile rental: A rental for 30 days or less.

<u>Man-affiliate:</u> A person who is not a UVM employee, faculty, staff or student.

<u>University business Traveler</u>: UVM faculty, staff and students traveling on UVM authorized business or individuals defined as being on UVM business. Otherwise excludes all other nonemployees, non-students, spouses, volunteers, alumni, etc.

<u>UVM business:</u> "While on assignment by or at the direction of UVM for furthering its business Interest"

If Your Activities Involve Minors...

Protection of Minors

UVM provides facilities and resources for numerous educational programs and other activities for minor students and children, taking place both on and off-campus, including:

- · athletic, music or academic camps
- · child-care programs
- 4-H activities
- · secondary school student visits
- · mentoring programs that involve private instruction
- · admitted student overnight stays in Res Halls
- · certain research activities
- other

In order to ensure the safety and mitigate the risk of harm to this vulnerable population,

UVM has adopted a Protecting Minors Policy (PDF)

This policy requires sponsoring departments to:

Notify the Department of Risk Management and Safety about the program.

· Consult with General Counsel regarding all contracts related to programs involving minors

INCIDENT & CLAIM REPORTING PROCEDURES

LIABILITY RISK MANAGEMENT

GENERAL UNIVERSITY INSURANCE PROTECTION

WORKERS' COMPENSATION

PROPERTY PROTECTION

PROTECTION OF MINORS

TRAVEL SAFETY

DRIVER TRAINING AND CERTIFICATION

The University of Vermont

Policy V.3.15.1

Responsible Official: Vice President for Operations and Public Safety

Effective Date: March 1, 2017

Protecting Minors

Policy Statement

The University seeks to maintain an environment that is safe for those who work, study or participate in programs at the University. The University is concerned with the safety and wellbeing of all campus visitors, especially those visitors who are minors. This policy is intended to set forth requirements for University officials responsible for programs involving minors so as to protect the safety of those minors.

Reason for Policy

The purpose for this policy is to enhance the safety of the campus and University programs for minors who are present on campus and/or participating in programs sponsored or supported by the University.

Applicability of Policy

While all members of the University community are responsible to report abuse and/or neglect of minors involved in University sponsored and hosted programs, those members of the University community who have direct contact with minors or who work in programs involving minors have additional responsibilities. The requirements of this policy also apply to non-UVM program sponsors whose programs are offered in association with, or hosted by, UVM.

This policy does not apply to general public events held on the University campus where minors may be in attendance with parents or other responsible adults. This policy does not apply where minors are enrolled in courses as students of the University, or where minors are present for general University events that are open to all members of the public. Additionally, this policy is not applicable to minors who may be involved in research projects all such projects must be

Prepare for an Emergency: Think "What If..."

Campus Blue Lights





Dial 911 from UVM landline Goes to **UVM Police**



Dial 911 from Cell Phone Goes to **State Police** *Tell them you are at UVM*

802-656-2560, press option #1. UVM Service Operations Support (SOS). SOS can dispatch the proper campus responders based on what information you provide. Available 24/7.



Get LiveSafe

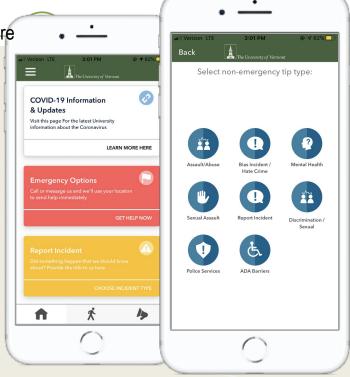
Download "LiveSafe" from the Google Play or App Store

The University of Vermont

- Register with your UVM email address
- ③ Search for & select University of Vermont Employee (there are versions for students and visitors as well)

Use LiveSafe

- Report an incident or emergency. Let us know anonymously if you choose
- With the SafeWalk feature, invite up to three contacts to digitally accompany you on a realtime map
- Access helpful UVM resources



Report damages to UVM-owned equipment \$1000 deductible



Risk.Management@uvm.edu

Report Near Misses, Incidents, Accidents

INCIDENT & CLAIM REPORTING

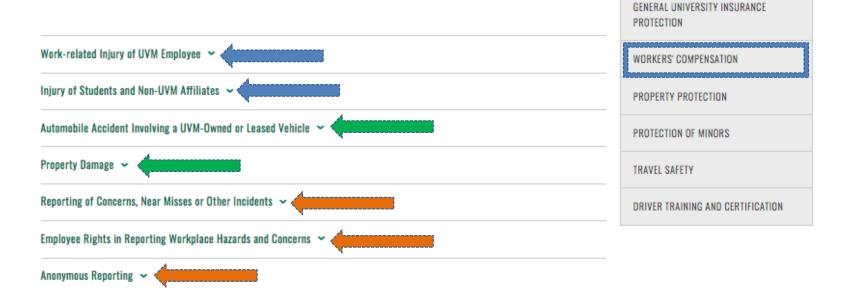
LIABILITY RISK MANAGEMENT

PROCEDURES

UVM RISK MANAGEMENT AND SAFETY

Incident & Claim Reporting Procedures

It is everyone's responsibility to promptly report any accidents, injuries, incidents of concern or damage to property to Risk Management in a timely fashion. In the event of an emergency, call 911 or contact Police Services at 656-3473 if you are on campus. Please review and familiarize yourself with the information below before an incident occurs.



If Your Activities Involve International Travel, There Are Risks

DIVISION OF FINANCE

International Travel

MENU

The University of Vermont is closely monitoring circumstances related to the coronavirus.

For travel-related questions see our FAQs (PDF).

Please see the Travel Policy for full details of international travel requirements.

- Pre-approval is required via a PeopleSoft Travel Authorization for international travel on University business
 outside of the U.S. or Canada.
- Sponsor approval of foreign travel may also be required. Please contact Sponsored Project Administration with
 questions. Travelers funded by federal grant or contract monies are required to comply with the Fly America Act
- International travel meal rate = \$75 per day without receipts; \$90 with receipts
- International SOS provides emergency travel services abroard while students, faculty, and staff are engaged in UVM-approved business, research, or study.





International Travel FAQs

Write A Health & Safety Plan for Field Trips or Field Research

Safety for Field Work and Farm Operations

View pu	blished	New draft	Moderat
		COMPANY AND AND A	

Revision state: **PUBLISHED** Most recent revision: **Yes**

The Department of Risk Management and Safety works in partnership with individuals and groups both on and off-campus to assess the risks of farm and field activities in order to ensure that work is performed using proper controls and best safety practices.

Safety for Field Trips and Outdoor Research



Review the Farm Safety Program for specific outdoor research locations

UVM's Miller Research and Education Complex (MREC). Horticulture Research and Education Center (HREC) and Morgan Horse Farm come with unique safety hazards unlike those in a typical indoor research lab environment. Additionally, Jericho Research Forest and Proctor Maple Research Center are other off campus facilities where both outdoor and indoor research is conducted.

Click the button below to review farm safety topics.

INFE AND LIFE SAFETY SAFETY IN LABORATORIES SAFETY IN NORRSHOPS AND MACHINE SHOPS

SAFETY IN THE ARTS AND THEATRE

SAFETY FOR FIELD WORK AND FARM Operations

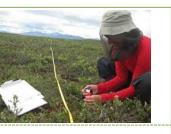
CAMPUS AND WORKFLACE SAFETY

WASTE DISPOSAL AND WARREEVENT





- Create a Health & Safety Plan
- Acknowledgement of Risk Forms
- We are available to review and make safety recommendations.



All UVM Activities Must Observe UVM and State of VT Coronavirus Mandates

VERMONT SUBMEMONT OF HEALTH

COVID-19:

What is isolation, quarantine and self-observation?

۲		Isolation	Quarantine	Self-observation
	For whom?	People sick with COVID-19 or tested positive for COVID-19 but did not have any symptoms.	 People with no symptoms and who were in close contact with someone sick with COVID-19, or are returning to Vermont from out of the state (except select counties in the Northeast) for anything other than an essential purpose.⁴ 	Other Vermonters who don't have symptoms.
*	Do I stay home?	Yes	Yes	Staying home is still the best way to lower your risk. Follow prevention guidance when you go out.
â	Can I go to work?	No. Work at home if your job allows it and if you feel well enough.	No. Work at home if your job allows it.	Follow health and safety guidance while at work. Work at home if you can.
র্ন	Can I go outside for walks, bike rides, hikes?	No, not until you have recovered. ²	No, not until 14 days have passed and no symptoms have appeared. ³	Yes, but keep six feet away from others, except people you live with. Wear a mask if it's crowded.
嘼	Can I go out for groceries and other essential items like medication?	No, not until you have recovered. ²	No, not until 14 days have passed and no symptoms have appeared. ³	Yes, but keep six feet away from people you don't live with. Wear a cloth mask. Wash your hands often and don't touch your face.
e	Do I stay in a separate room in my home?	Yes, until you have recovered. ²	If possible, until 14 days have passed, and no symptoms have appeared. ³	No
l	What if I start to feel ill?		Start isolation and call your health care provider.	Start isolation and call your health care provider.









Environmental Health and Safety



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CAMPUS AND WORKPLACE SAFETY

WASTE DISPOSAL AND MANAGEMENT

Quick Links

- Chemical Spill Response
- Driver Training and Certification
- Reporting Incidents and Concerns
- Roles and Responsibilities
- Safety Policies and Plans

onder for Main campus

extinguisher training

Please do not activate a UVM fire extinguisher without the proper training.

Common Fire Code Violations









Excessive Combustibles



Environmental Health & Safety

MENU UVM RISK MANAGEMENT AND SAFETY

Environmental Health and Safety



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NEW! COVID-19 SAFETY GUIDELINES

IEW COVID-19 INFORMATION FOR LABS

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WASTE DISPOSAL AND Management

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Safety Forms, Policies, and Procedures

FIRE AND LIFE SAFETY

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Principal Investigators

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- Safety Policies and Plans

Safety in The Laboratories

Quick Links

Lab Orientation Checklist (PDF)



- Stay informed with UVMLABSAFE listserve
- A- Z listing of Laboratory Safety

1. Register The Laboratory

Lab Supervisors must register their labs online. This means completing a personnel roster and inventory of the hazards present. This ensures that emergency responders can identify the emergency contacts and hazards in your lab(s). Update this information at a minimum of every 6 months or as hazards or personnel change. Supervisors may designate a Lab Safety Officer to maintain this registration.

2. Identify Hazards and Assess & Control Hazards

Hazards in the lab must be identified by the supervisor (or someone delegated by the supervisor), and everyone must understand the hazards of what they will be using. Document how the hazards will be controlled using engineering controls, administrative controls, and personal protective equipment. Tools to help with

2020Laboratory Safety Monthly Self-Inspections

The self-inspection is an integral part of UVM's Laboratory Safety Plan and follows UVM's Policy for Laboratory Health & Safety www.uvm.edu/safety/policy.

LAB INFORMATION Building: Deleharty	Room(s): 40
Laboratory Supervisor: Dr. Smith	
Laboratory Safety Officer: Jane Adams	

Directions:

- 1) In January, complete LAB INFORMATION above.
- 2) Once per calendar month, compare operations in your lab(s) with each item in the checklist.
- If your lab is in compliance with the item, check it off for that month. .
- If your lab is not in compliance, remedy the situation immediately. If that is not possible, . note the discrepancy in the NOTES section below, and update that note when the issue is resolved.
- If a checklist item does not apply to your lab operations, check NA (Not Applicable). Record the date of the oldest container of chemical waste in Section 5. .
- 3) At least every six months, update the online lab registry as described in Section 1, and record those dates.
- 4) Once per year, complete the ANNUAL TASKS below.
- 5) Keep this checklist handy and obvious in your lab or lab safety notebook.
- 6) If your lab is going to be dormant for a few months (field work, sabbatical, leave, etc.) contact your Lab Safety Coordinator to arrange for temporary reduction in inspection requirements.

NOTES DATE	DISCREPANCY	RESOLUTION (with date)
1/5/17	waste > comonths old	tagged for pickup 1

ANNUAL TASKS www.uvm.edu/safety/lab/



Please complete these items annually:

- 1) Annual Refresher training (required for every lab worker unless new this year)
- 2) Defrost freezers and refrigerators control the defrost water 3) Label samples for archival storage if appropriate

4) Review lab chemicals and relabel or purge as appropriate.

We Provide A Lab Safety Coordinator To Each College



Sonia Godoy-Tundidor LCOM



Vikki Halsey CAS & RESNR



Lee Diamond CEMS & CALS

Biosafety Officer & Radiation Safety Officer

Jeff LaBossiere



Tom Kellogg



Risk Management & Safety

Environmental Health and Safety



At UVM, safety is a partnership and a shared responsibility, requiring the active involvement of people in all departments and positions. Whether you work in or use a laboratory, art studio, or an outdoor location off-site - our goal is to help you be as safe as possible.

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SAFETY FOR FIELD WORK AND FARM OPERATIONS

SAFETY IN THE ARTS AND THEATRE

FIRE AND LIFE SAFETY

SHOPS

SAFETY IN THE LABORATORIES

SAFETY IN WORKSHOPS AND MACHINE

CAMPUS AND WORKPLACE SAFETY

WASTE DISPOSAL AND MANAGEMENT

Quick Links

- Chemical Spill Response
- Driver Training and Certification
- Reporting Incidents and Concerns
- Roles and Responsibilities
- Safety Policies and Plans

APLU Produces Guide to Implementing Safety Culture (PDF)

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SAFETY FOR FIELD WORK AND FARM

Core Institutional Values Foundational to a Culture of Safety

- Safety is everyone's responsibility. A safe campus environment is a right of employment for all categories of employees. A safe campus learning environment is a right of all involved in education and research.
- Good science is safe science. Safety is a critical component of scholarly excellence and responsible conduct of research.
- Safety training and safety education are essential elements of research and education. They instill a culture of safety in the next generation of researchers and future faculty, and they are important for our students' career development and employability.
- 4. An improved culture of safety is necessary to truly reduce risk throughout the academic enterprise.
- It is best to recognize that diverse methods and flexible approaches will be used by each institution to develop a strong culture of safety, unique to its situation.

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CAMPUS AND WORKPLACE SAFETY

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We Manage All UVM Regulated Hazardous Waste

Environmental Safety Facility, Bioresearch Area on Spear St.



Regulated Hazardous Waste Management continued...

Even if you don't work in a research lab, you might generate hazardous waste! Email us at waste@uvm.edu





Aerosol cans

Paint or

Paint supplies









Glycols (antifreeze)

Oil or oily debris

Please do not bring in these wastes from your home.

Hazardous Spill Response

Chem Lab C February 2014 – Number 6 Oil Spill



This is the most reported injury on campus!

UVM is a walking campus = safe, comfortable shoes



- 1. Locate your Evacuation Map & Routes, and Fire Extinguisher.
- 2. Review UVM's Policies Page (at least the titles).
- 3. Identify risks that may apply to your work and activities (hazardous materials, travel, minors, supervising drivers, using equipment, etc.).
- 4. Evaluate and control risks. Document protocols.
- 5. Buy comfortable walking shoes.
- 6. Have Fun!

We Are Here To Help You Stay Safe!

Thank you for your time and attention.

Our Contact Information:

Risk Management staff: Safety staff:

Risk.Management@uvm.edu safety@uvm.edu



RISK MANAGEMENT PROCESS

