

PURPOSE

This policy establishes how Oral Roberts University will work to identify hazards on our campus. We strive to make our campus as safe as possible and will take steps to make sure hazards are reported and corrected as soon as possible. This policy applies to all employees, faculty, students, and visitors at Oral Roberts University. After reading this policy, staff will understand who conducts periodic site inspections and how students, visitors and faculty can report hazards they identify.

OPERATING PROCEDURES

- I. Persons/departments involved
 - A. Campus Operations, in coordination with Risk Management, will periodically complete site audits / inspections of areas on campus with the purpose of identifying hazards. Hazards identified will be reported to the appropriate department for corrective action.
 - B. Notifications around campus are posted with an emergency number for faculty, employees, students, and visitors to report hazards identified on campus (Exhibit A.).
 - C. Risk Management (RM), within the Office of Human Resources, will receive all hazard notifications directly. RM will then establish a specific Plan of Action with appropriate personnel with the facilities, maintenance, and security departments concerning additional investigation and correction tasks.
- II. Type hazards that might be present on campus
 - A. Hazards that could lead to slips, trips, and falls
 - B. Damaged structures or items which could cause injury to personnel on campus.
 - C. Damaged parking lots or sidewalks, large cracks, potholes etc.
- III. Plan of Action
 - A. The investigation of the reported hazards will be completed within five (5) business days.
 - B. Corrective action required will be communicated to appropriate departments within 24 hours of investigation completion. Hazardous area will be marked and barricaded as logistically possible.
 - C. Time frame of correction will be requested from department responsible, so RM can follow-up and close out the hazardous case, documenting and filing the initiated form for closure.
- IV. Forms
 - A. Digital form so those identifying the issue can complete on their phone:
<https://forms.oru.edu/view.php?id=1220612>.
 - B. PDF document is also uploaded on the Risk Management website (Exhibit B.).

HAZARD IDENTIFICATION POLICY

HAZARD IDENTIFICATION NOTIFICATION

Office of Human Resources

Risk Management Division

It is the privilege of every employee and visitor to have a campus environment safe from hazards. If you see any damage to the property that has the potential to cause injury, such as large cracks in the sidewalk, please let us know as soon as possible. A simple form can be found on our website, or at this link: <https://forms.oru.edu/view.php?id=1220612>.

We can be reached directly at riskmanagement@oru.edu or 918.495.7874.

Thank you for helping us keep our ORU campus safe!

Risk Management Team

HAZARD IDENTIFICATION POLICY

Hazard Notification

Oral Roberts University

Completed by employee receiving notification:

HAZARD INFORMATION	
Name:	
Nature of reporter:	
<input type="checkbox"/> Employee (Faculty or Staff) <input type="checkbox"/> Student <input type="checkbox"/> Visitor	
Contact (phone or email):	
Date:	
REPORTED HAZARD	
Description:	
Location/ Campus Building:	
RECOMMENDATIONS	
Description:	
CORRECTIVE ACTIONS (To be completed by risk management)	
Description of actions taken:	
Date corrective action completed:	
Corrected By:	