



## **BYU Risk Management and Safety Department 2021 1st Quarter Report**

## **TABLE OF CONTENTS**

|  | <b>Page No.</b> |
|--|-----------------|
| <b>Compliance Committee Support</b>                              |                 |
| Committee Involvement  | <b>3</b>        |
| <b>Emergency Management</b>                                      | <b>4</b>        |
| Conferences and Training Events                                  |                 |
| Programs In Progress   |                 |
| COVID-19   |                 |
| Other Activities   |                 |
| <b>Environmental, Health, and Safety</b>                         |                 |
| Academic Safety  | <b>5</b>        |
| Environmental Management   | <b>9</b>        |
| Industrial Hygiene   | <b>15</b>       |
| Occupational Safety  | <b>18</b>       |
| <b>Fire and Life Safety</b>                                      | <b>31</b>       |
| Fire Marshal & Additional Activities                             |                 |
| Fire Safety Inspections and Reviews                              |                 |
| Life Safety Systems  |                 |
| Hot Work Permits/Inspections                                     |                 |
| Special Events   |                 |
| <b>Information Technology</b>                                    | <b>33</b>       |
| Overview   |                 |
| Quarter 4 Highlights   |                 |
| Projects   |                 |
| <b>Insurance Services, Risk Management &amp; Risk Assessment</b> | <b>37</b>       |
| Insurance Services   |                 |
| Risk Management/Child Protection Program                         |                 |
| Incidents & Claims Reporting                                     |                 |
| Risk Assessment & Analyst Services                               |                 |

## **COMPLIANCE COMMITTEE SUPPORT**

*The Department of Risk Management and Safety in addition to Emergency Management personnel provide support to the following committees as chairpersons, members, responsible officials, and/or resources:*

- Academic Safety, Health, and Environmental Committee
- Campus Safety, Health, and Environmental Committee
- Child Protection Compliance Committee
- Dining Services Safety Committee
- Executive Risk Management Compliance Committee
- Institutional Animal Care and Use Committee
- Institutional Biosafety Committee
- Institutional Review Board Committee
- Laser and Radiation Safety Committee
- Physical Facilities Safety Committee
- The Local Emergency Planning Committee
- The University Disability Standards Compliance Committee
- University Clery Committee
- University Continuity Steering Committee
- University Security and Alarms Committee
- Utah Emergency Management Association Board
- Vehicle Accident Review Committee

## **EMERGENCY MANAGEMENT**

*The purpose of Emergency Management is to provide timely, adequate, and effective preparedness, response, and recovery to any potential or actual, natural or manmade incident, emergency, or disaster that may affect Brigham Young University operations.*

### **Conferences, Trainings, and Meetings**

- ECC activated to support several potential situations on campus
- Virtual Emergency Preparedness Week – campus wide classes
- Governor Situational Briefings
- Monthly Incident Management Team meetings
- Representation during meetings/calls with the Utah County Emergency Manager and EMS across Utah County
- VOAD meetings

### **Programs in Progress**

- Emergency Response Guide
- Stop the Bleed
- Emergency Building Coordinators Program
- Emergency Caches
- Cougar Ready Program
- Training and Exercise Plan

### **COVID-19**

- Participated in several Policy Group, Incident Command, Incident Management Team, and Emergency Management meetings to discuss policies and proceedings in response to Fall and Winter Semesters. Discussions included topics such as BYU media and announcements, online classes, and COVID-19 testing on campus.
- Approx. 2245 cases were reported that required follow-up from a case manager (this number includes positive cases, negative cases, individuals who were awaiting test results and individuals with questions).
- Approx. 1123 contact investigations were reported that required follow-up from a case manager (this number includes reported individuals that had close contact with a COVID positive case, individuals that did not have close contact with a COVID positive case, and individuals with questions).
- Sent out thank you masks and cards to contact tracers as well as other campus partners involved in the COVID-19 response on campus.
- Staff members managed the random testing for COVID-19 on campus.

### **Other Activities**

- Tamie Harding was selected as the new Emergency Manager, replacing Ryan Rasmussen
- Andrew Christensen was hired as the new Deputy Emergency Manager
- Assisted with coordination of the use of the former Provo High School as a COVID-19 Vaccination site
- Registration of 10 Zoll AEDs
- “Campus Contacts” page added to Emergency Management homepage
- Emergency Management Instagram account was created

## **ENVIRONMENTAL, HEALTH, & SAFETY DEPARTMENT**

*The EH&S department is comprised of several groups that oversee the following areas:*

- ❖ *Academic Safety (including Lab Safety),*
- ❖ *Environmental Management (including Inventory, Environmental Compliance, and Hazardous Materials and Waste),*
- ❖ *Industrial Hygiene, and*
- ❖ *Occupational Safety (including Safety Programs Management and Safety Training).*

### **ACADEMIC SAFETY**

During the first quarter of 2021, the Academic Safety group completed the following activities:

#### **Environmental Lab**

- Student management during Qtr 1:
  - 3 students graduated or left
  - Interviewed, hired and trained 2 new students
- Lab activities:
  - Completed 267 lab inspections
  - Completed 312 safety equipment inspections
  - Completed 7 inspections of unknowns
- Services requested submitted
- Purchased lab supplies for HAZCAT kit and FTIR
- Composed a letter of recommendation for a prior student employee's application to medical school

#### **Biological Safety**

- Reviewed 5 Material Transfer Agreements
- Assisted Dr. Bikman to setup research in McDonald building
- Advised Chem Grad student, Nathan Summers, on graduate project. Provided summary of regulatory guidelines for research with recombinant DNA project.

#### **BSL3 Activities**

- Trained service technician from Heninger, Inc. to enter BSL3 labs to perform annual biosafety certification
- Weekly review of entry logs (13-weeks)
- Updated SOPs and plans with name of new disinfectant being used
- Followed up on 11 lab personnel to ensure they had received a COVID-19 vaccination. Vaccinations are required by CDC labs for personnel working with SARS-CoV-2
- Medical surveillance for 3 individuals seeking access to BSL3 labs
- Wrote SOP for use of lab coats in place of disposable gowns due to lack of supply of disposable gowns.
- Escorted technicians to calibrate room pressure sensors
  - BTC Services in January
  - Western States Calibration in March

### **FSAP**

- Final report issued, responses to their requests for explanation and comments related to CDC's October 2020 inspection
- Reviewed new edition of Biosafety, Biomedical and Microbiological Laboratories (BMBL, rev 6)
- Began updates for 3 plans with new information from BMBL update

### **Bloodborne Pathogens**

- Trained 35 individuals
- Completed 17 trainings
- Attended multiple meetings to discuss and devise a plan for treating employees with BBP exposures when SHC is unavailable or unable to assist

### **IACUC**

- Completed 31 protocol reviews
- Attended 3 meetings
- Met with IACUC administrator and contractor on revisions to IACUC protocol form hosted in an online program called IMEDRIS
- Prepared policy on disposal of Genetically Modified Animals used in research at BYU.
  - Reviewed regulations
  - Spoke with Materials Management on how waste is disposed of by our vendors and better mean of PIs to identify GMO waste for collection
- Assisted with resolution of 5 issues dealing with animal housing and research activities
- Wrote an SOP for dealing with and reporting animal bites
- Measured concentrations of Waste Anesthetic gases to ensure lab animal workers did not exceed the maximum exposure levels
- Attended 6 webinar trainings from NIH, ABSA and OLAW

### **IBC**

- Completed 2 protocol reviews
- Attended 2 meetings
- Signed off on 1 letter
- Completed 2 BSL2 lab inspections
- Reviewed IBC Charter and made comments. Met with IBC administrator to review final document prior to submission to NIH
- Composed an exposure control plan and Laboratory Biosafety Plan for an IBC protocol submitted by Dr. Steffensen

### **Radiation & Laser Safety**

- Completed triannual sealed source leak checks
- Completed 1st quarter radiation dosimetry monitoring
- Assisted Electric Shop in removing radioactive tritium EXIT signs from old Provo High School
- Trained three lab researchers in Radiation Safety

### **Ergonomics**

- Completed ergonomic assessments for 4 individuals
- Participated in Zoom presentation for BYU Wellness



- Interacted with supplier, Contour Design, over ergonomic equipment and strategies
  - Attended 2 webinars presented by Contour Design for office ergonomics
- Reviewed White Paper written for BYU's Ergonomic Program.

**Other:**

- Provided information to Brian Harris regarding the HEPA filter system on the LSB
- PWS presentation on BBP and Disease to be aware of during field research
- Followed up with Mike Pettersson to ensure changes requested to our lab hazard signs were done
- Used Halo Fogger to decon a walk-in cooler in the LSB
  - Extensive mold growth was noted throughout the room
  - Spent several hours preparing room for fog by covering light and electrical fixtures with plastic
  - Removed plastic and tape the next day following 12 hour exposure time recommended by manufacturer

**Q1 Additional Highlights:**

- The EH&S group assisted Dr. Tom Smith in teaching a variety of safety principles to students enrolled in PWS 113.
- Dave Smith and Steve McLean trained campus Compliance Coordinators about using effective presentation techniques.



| Academic Safety Metrics                         |         |         |         |         |             |             |
|---|---------|---------|---------|---------|-------------|-------------|
| No. of Inspections/Tests                        | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS |
| General Academic Labs                           | 267     | -       | -       | -       | 267         | 25          |
| Safety Equipment Inspections                    | 91      | -       | -       | -       | 91          | 45          |
| Eyewash/Safety Showers                          | 312     | -       | -       | -       | 312         | 121         |
| Unknowns Tested                                 | 7       | -       | -       | -       | 7           | 31          |
| Radiation Labs Inspected                        | 12      | -       | -       | -       | 12          | 49          |
| Radiation/Lab Calibrations Tested               | 5       | -       | -       | -       | 5           | 14          |
| Sealed Source/Leak Checks                       | 40      | -       | -       | -       | 40          | 60          |
| Other Radiation Sources Checked                 | 15      | -       | -       | -       | 15          | 131         |
| Animal Care/Use Areas                           | 0       | -       | -       | -       | 0           | 0           |
| Animal Care Protocols Reviewed                  | 31      | -       | -       | -       | 31          | 89          |
| Animal Care SOPs Reviewed                       | 2       | -       | -       | -       | 2           | 11          |
| Ergonomic Assessments (Academic and Industrial) | 4       | -       | -       | -       | 4           | 31          |
| Ergonomic Assessments (Group Presentation)      | 1       | -       | -       | -       | 1           | -           |
| IBC Protocols Reviewed                          | 2       | -       | -       | -       | 2           | 32          |
| IBC Lab Inspections                             | 3       | -       | -       | -       | 3           | 0           |
| BSL3 CDC Plans/SOPs Reviewed                    | 5       | -       | -       | -       | 5           | 37          |
| BSL3 CDC Plans/SOPs Updates                     | 3       | -       | -       | -       | 3           | 4           |
| BSL3 CDC Meetings/Inspections                   | 0       | -       | -       | -       | 0           | 6           |
| BSL3 Exercise Scenarios Created                 | 0       | -       | -       | -       | 0           | 3           |
| BSL3 Exercise Plans/Summaries Created/Updated   | 0       | -       | -       | -       | 0           | 4           |
| Blood Borne Pathogen Trainings (Individuals)    | 35      | -       | -       | -       | 35          | 140         |
| Blood Borne Pathogen Program Reviewed           | 0       | -       | -       | -       | 0           | -           |



## **ENVIRONMENTAL MANAGEMENT**

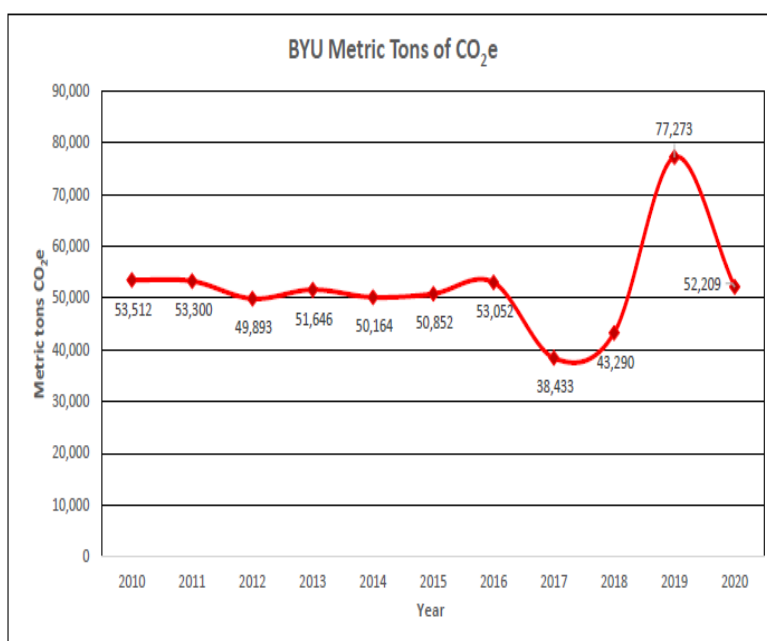
During the first quarter of 2021, Environmental Management completed the following:

### **Environmental Management Achievements**

- At the end of 2020, BYU completed testing many of the student population before they left to return home for the holidays. The Random Testing continued into 2021. The Chemicals Management staff offered their support with the random testing by providing and monitoring the bio-waste bins. Several measures were taken, and trainings provided to help economize the materials disposed into the bins. We appreciate the opportunity to provide support to other activities and departments on campus.

### **Environmental Compliance**

- Provo City collected random samples from the effluence of the Dairy Processing facility at the CSC in January 2021 for laboratory analysis. The results showed a biological oxygen demand (BOD) of 13,700 mg/L, which far exceeds our limit of 750 mg/L. The Dairy Processing facility was making Teriyaki Sauce that day and a valve was not securely closed and leaked. Approximately 10 gallons of Teriyaki Sauce was flushed down the drain with the cleaning and disinfectant mixture. BYU Dairy reports their analytical results to Provo City on a quarterly basis, which allowed collecting additional samples to bring the average below 750 mg/L to avoid a violation. Steps are now in place to ensure that all valves are closed prior to processing any product. No violation occurred. The Greenhouse Gas (GHG) report for 2020 indicated a significant reduction in greenhouse gases from 2019. The primary reason for this reduction can be traced to the Central Heating Plant using the two large boilers during most of 2020, and only using the combustion turbine a few months during the year. The 2020 GHG Report for BYU is 52,209 metric tons of CO<sub>2</sub>e. Please see the graph below. It is anticipated that BYU will see a corresponding increase of CO<sub>2</sub>e emissions over the next four years as the combustion turbine is operated more routinely.



| BYU Metric Tons of CO <sub>2</sub> e |             |
|--------------------------------------|-------------|
| Year                                 | Metric tons |
| 2010                                 | 53,512      |
| 2011                                 | 53,300      |
| 2012                                 | 49,893      |
| 2013                                 | 51,646      |
| 2014                                 | 50,164      |
| 2015                                 | 50,852      |
| 2016                                 | 53,052      |
| 2017                                 | 38,433      |
| 2018                                 | 43,290      |
| 2019                                 | 77,273      |
| 2020                                 | 52,209      |

- The following annual reports have been submitted:
  - Tier II (Right-to-Know) Report was submitted. This report documents all above ground storage tanks and their volume, contents, and location. This information is submitted to the State and to the Local Emergency Planning Committee (LEPC). This information is crucial to all local HAZMATs that may be called to respond to a chemical spill/leak. The local HAZMATs have access to this information, and it can assist them in knowing how to safely respond.
  - Sulfur Dioxide (SO<sub>2</sub>) Report was submitted to the Utah Division of Air Quality (UDAQ). The SO<sub>2</sub> report includes all major equipment on campus that burn natural gas or diesel fuel, such as generators, boilers, combustion turbine, etc. Sulfur Dioxide (SO<sub>2</sub>) can react with other compounds in the atmosphere to form fine particles that reduce visibility also known as “regional haze”.
  - As described above the Greenhouse Gas Report was submitted to the EPA. This reporting process required updating BYU’s Direct Responsible person from Brian Evans, who retired, to include Steve Hafen. EPA requires very detailed information about the Direct Responsible person, in order to receive EPA’s approval. BYU’s Approval Order (air quality permit) allows the campus to generate 118,738.00 tons per years of Carbon Dioxide equivalent (CO<sub>2</sub>e). BYU is far below this limit and should stay far below this level for many years to come, even if the turbine is in operation 100% of the time.
- With the new UMPA agreement in place for operating the combustion turbine nearly year-round, there is not much need for the operation of the two large boilers any longer. The Approval Order (air quality permit) was in the process of modifying the permit to increase the operating times for the two large boilers; however, this need has vanished for the present time. The permit must still be updated to show other equipment changes/modifications. The two large laundry boiler burners will be changed, lowering the MMBTU rating from 12.6 to 8.0. The Crabtree emergency generator will be removed, and the Crabtree building will be tied into the Central Heating Plant emergency generator. The new Music Hall will have a new generator and the emergency generator at the Chemicals Management Building will be replaced. These changes require the permit to be upgraded. Trinity Consultants is working to modify this new permit.

### **Hazardous Materials and Waste**

*The Hazardous Waste Technicians collect, categorize, and consolidate many different types of hazardous waste from across campus. The technicians package and prepare the collected waste for shipment according to DOT requirements. They are carefully trained to execute these tasks in a manner that is safe for them and for others on campus.*

- Hazardous Waste Technicians retrieved 1,446 items. These items included acids, bases, flammable liquids, solid hazardous items, RAD, and bio-hazardous waste among other items, (e.g., lab packs, mercury, etc.).
- Thirty-one 55-gallon drums of waste including absorbent debris contaminated with acids, bases, cadaver preserving fluid, mercury debris, universal waste mercury containing devices, waste flammable solvents, and solid hazardous waste were consolidated and shipped.
- 36 labpacks were shipped out for disposal as small waste.
- 1,728 lbs. of four-foot and eight-foot tubes of fluorescent lights were shipped out for disposal.
- 23,135 lbs. of waste were shipped out for disposal. This included acids, bases, alkaline batteries, cadaver preserving fluid, labpacks, mercury debris, universal waste mercury containing devices, waste flammable solvents, solid hazardous waste, and bio-hazardous waste.

### **Spill Prevention—Control and Countermeasures (SPCC)**

- Supported the development of a value-added program to assure compliance to the BYU SPCC plan.
  - Sustained a monthly inspection criteria/spreadsheet from Q1 of 2021.
    - The following assets (> 250, each) fall under the BYU SPCC plan for the monthly inspection criteria. These assets have been and are inspected monthly which has continued since Q2 of 2019 (i.e., April, May, and June):
      - 145 electrical transformers
      - 56 hydraulic elevators
      - 41 emergency generators
      - 6 drum storage sites
      - 4 used cooking oil storage sites
    - Received a proposal from Kleinfelder Engineering Consultants to do an annual BYU SPCC Plan review and update, as necessary.
      - The Kleinfelder proposal is under review and will be finalized in Q2 of 2021.
    - The Mobile Inspection app, an electronic inspection application to facilitate the SPCC related asset inspection practices, continues to be used with success.
      - Integration of barcodes on campus assets which are associated with the SPCC Plan, is being evaluated. It is anticipated that barcode usage for SPCC inspection practices will be integrated into either the Mobile Inspection app or the InspectNTrack (INT) app in Q2 2021.
- Participated in coordination meetings with the RM IT Group (Mike Pettersson) to assure each inspection template is submitted by each RM group who will be using this app.
- Worked closely with RM IT and facilitated contact with the staff at Mobile Inspection to give them updates on our status and our progress.
- Implemented a weekly project/hour reporting spreadsheet for each student employee to report on work status
- Coordinated with RM staff to assure that my team has access to proper personal protective (PPE) equipment for protection from possible exposure to COVID 19 including N-95 face masks and protective gloves.
- Continue to hold weekly team meetings to coordinate work objectives and strategies.
- Counseled student employees regarding BYU work hour policies and work commitments during Spring and Summer Semesters (2021), as needed.

### **ITEMS RECYCLED**

| <b>Item Type</b>    | <b>Weight in pounds<br/>Q1</b> | <b>Weight in pounds<br/>Q2</b> | <b>Weight in pounds<br/>Q3</b> | <b>Weight in pounds<br/>Q4</b> | <b>2021<br/>TOTALS</b> |
|---------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------------|
| Ballast             | 0                              | -                              | -                              | -                              | 0                      |
| Lead Acid Batteries | 0                              | -                              | -                              | -                              | 0                      |
| <b>TOTALS</b>       | <b>0</b>                       | <b>-</b>                       | <b>-</b>                       | <b>-</b>                       | <b>0</b>               |

### HAZARDOUS WASTE SHIPPED OUT FOR DISPOSAL

| Waste Stream  | Weight in Pounds Q1 | Weight in Pounds Q2 | Weight in Pounds Q3 | Weight in Pounds Q4 | 2021 TOTALS   |
|---|---------------------|---------------------|---------------------|---------------------|---------------|
| Acids (liquid)  | 1,766               | -                   | -                   | -                   | 1,766         |
| Bases (liquid)  | 893                 | -                   | -                   | -                   | 893           |
| Bio-hazardous waste   | 11,066              | -                   | -                   | -                   | 11,066        |
| Cadaver preserving fluid  | 172                 | -                   | -                   | -                   | 172           |
| Debris (absorbent & plant/vegetation) contaminated with non-PCB oil | 184                 | -                   | -                   | -                   | 184           |
| Fish specimens preservation fluid                                   | 244                 | -                   | -                   | -                   | 244           |
| Industrial grease and debris  | 202                 | -                   | -                   | -                   | 202           |
| Labpack   | 90                  | -                   | -                   | -                   | 90            |
| Lithium batteries (damaged)   | 185                 | -                   | -                   | -                   | 185           |
| Mercury debris (5-gallons)  | 2                   | -                   | -                   | -                   | 2             |
| Solid hazardous waste (cubic yard box)                              | 1,217               | -                   | -                   | -                   | 1,217         |
| Universal waste mercury containing devices                          | 0                   | -                   | -                   | -                   | 0             |
| Waste flammable solvents  | 6,114               | -                   | -                   | -                   | 6,114         |
| <b>TOTAL</b>  | <b>22,135</b>       | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>22,135</b> |

### OTHER SMALL WASTE ITEMS SHIPPED OUT FOR DISPOSAL

| Waste Stream              | No. of drums/ items shipped Q1 | No. of drums/ items shipped Q2 | No. of drums/ items shipped Q3 | No. of drums/ items shipped Q4 | 2021 TOTALS |
|---------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-------------|
| Damaged Lithium Batteries | 21                             | -                              | -                              | -                              | 21          |
| Lab Pack (no. of items)   | 15                             | -                              | -                              | -                              | 15          |
| <b>Total</b>              | <b>36</b>                      | <b>-</b>                       | <b>-</b>                       | <b>-</b>                       | <b>36</b>   |

### FLUORESCENT LIGHTBULBS SHIPPED OUT FOR DISPOSAL

| Type of light bulbs        | Weight in pounds Q1 | Weight in pounds Q2 | Weight in pounds Q3 | Weight in pounds Q4 | 2021 TOTALS  |
|----------------------------|---------------------|---------------------|---------------------|---------------------|--------------|
| Four- and eight-foot tubes | 1,728               | -                   | -                   | -                   | 1,728        |
| <b>TOTALS</b>              | <b>1,728</b>        | <b>-</b>            | <b>-</b>            | <b>-</b>            | <b>1,728</b> |

### 55-GALLON DRUMS CONSOLIDATED

| Waste Stream  | No. of drums shipped Q1 | No. of drums shipped Q2 | No. of drums shipped Q3 | No. of drums shipped Q4 | 2021 TOTALS |
|---|-------------------------|-------------------------|-------------------------|-------------------------|-------------|
| Acids (liquid)  | 6                       | -                       | -                       | -                       | 6           |
| Bases (liquid)  | 2                       | -                       | -                       | -                       | 2           |
| Cadaver preserving fluid                              | 1                       | -                       | -                       | -                       | 1           |
| Debris (absorbent & plant/vegetation) c/w non-PCB oil | 1                       | -                       | -                       | -                       | 1           |
| Fish specimens preservation fluid                     | 1                       | -                       | -                       | -                       | 1           |
| Industrial grease and debris                          | 1                       | -                       | -                       | -                       | 1           |
| Mercury debris (5-gallons)                            | 1                       | -                       | -                       | -                       | 1           |
| Solid hazardous waste (cubic yard box)                | 3                       | -                       | -                       | -                       | 3           |
| Waste Flammable Solvents                              | 15                      | -                       | -                       | -                       | 15          |
| <b>TOTAL</b>  | <b>31</b>               | <b>-</b>                | <b>-</b>                | <b>-</b>                | <b>31</b>   |

### WASTE PICKUP FROM CAMPUS LABORATORIES

| Waste Stream                           | No. of items picked up Q1 | No. of items picked up Q2 | No. of items picked up Q3 | No. of items picked up Q4 | 2021 TOTALS  |
|--|---------------------------|---------------------------|---------------------------|---------------------------|--------------|
| Acids (liquid)                         | 103                       | -                         | -                         | -                         | 103          |
| Bases (liquid)                         | 49                        | -                         | -                         | -                         | 49           |
| Flammable liquid                       | 363                       | -                         | -                         | -                         | 363          |
| Cadaver Fluid                          | 5                         | -                         | -                         | -                         | 5            |
| Solid hazardous items                  | 350                       | -                         | -                         | -                         | 350          |
| Bio-hazardous waste                    | 480                       | -                         | -                         | -                         | 480          |
| Other items (Lab- pack items, mercury) | 30                        | -                         | -                         | -                         | 30           |
| RAD                                    | 56                        | -                         | -                         | -                         | 56           |
| Debris c/w with beryllium fluoride oil | 10                        | -                         | -                         | -                         | 10           |
| <b>TOTAL</b>                           | <b>1,446</b>              | <b>-</b>                  | <b>-</b>                  | <b>-</b>                  | <b>1,446</b> |

## **INDUSTRIAL HYGIENE**

*Industrial Hygiene focuses on the anticipation, recognition, evaluation, and control of chemical and physical hazards in the workplace.*

❖ *Industrial Hygiene manages the following:*

- *Noise Sampling*
- *Confined Spaces*
- *Respirator Program*
- *Sensor Calibration*
- *Ventilation System Evaluation*
- *Indoor Air Quality*
- *Asbestos*
- *Ergonomics Programs*
- *Lab equipment for Industrial Hygiene Department*

The following tables provide the metrics for the first quarter of 2021:

| <b>Industrial Hygiene Metrics</b>                             |               |           |           |           |                    |
|---|---------------|-----------|-----------|-----------|--------------------|
| <b>Respiratory Program</b>                                    | <b>Q1</b>     | <b>Q2</b> | <b>Q3</b> | <b>Q4</b> | <b>2021 TOTALS</b> |
| Voluntary Fit-tests Performed                                 | 2             | -         | -         | -         | 2                  |
| Mandatory Fit-tests Performed                                 | 2             | -         | -         | -         | 2                  |
| New Mandatory Respiratory Users                               | 2             | -         | -         | -         | 2                  |
| EBA's (Emergency Breathing Apparatus) Checked                 | 4             | -         | -         | -         | 4                  |
| <b>Total Masks Distributed – all kinds (break down below)</b> | <b>3,304</b>  | -         | -         | -         | <b>3,304</b>       |
| -Cloth Face Coverings (CFC) Distributed                       | 11            | -         | -         | -         | 11                 |
| -N95's Distributed (non-COVID related)                        | 423           | -         | -         | -         | 423                |
| -KN95's Distributed (COVID related)                           | 2,870         | -         | -         | -         | 2,870              |
| <b>Total Mask Inventory – all kinds (break down below)</b>    | <b>44,254</b> | -         | -         | -         | <b>44,254</b>      |
| - N95 (including V-flex) on hand                              | 7,313         | -         | -         | -         | 7,313              |
| -KN95 on hand   | 2,511         | -         | -         | -         | 2,511              |
| -Surgical Mask on hand  | 9,150         | -         | -         | -         | 9,150              |
| =Double layered CFC on hand                                   | 25,280        | -         | -         | -         | 25,280             |
| Voluntary Fit-tests Performed                                 | 2             | -         | -         | -         | 2                  |



| Industrial Hygiene Metrics                        |     |    |    |    |             |
|---|-----|----|----|----|-------------|
| Sensors Calibrated & Ventilation Equipment Tested | Q1  | Q2 | Q3 | Q4 | 2021 TOTALS |
| Sensor Calibrations Tested Total                  | 141 | -  | -  | -  | 141         |
| O2 Sensor Calibrations                            | 5   | -  | -  | -  | 5           |
| Mercury Meter Regeneration                        | 3   | -  | -  | -  | 3           |
| Combustible Gas Sensor Calibrations               | 40  | -  | -  | -  | 40          |
| Carbon Monoxide Sensor Calibrations               | 76  | -  | -  | -  | 76          |
| Ammonia Sensor Calibrations                       | 17  | -  | -  | -  | 17          |
| Ventilation Systems Tested Total                  | 282 | -  | -  | -  | 282         |
| Fume Hoods Tested                                 | 91  | -  | -  | -  | 91          |
| Snorkel Hoods Tested                              | 123 | -  | -  | -  | 123         |
| Fixed Local Exhausts Tested                       | 40  | -  | -  | -  | 40          |
| Spray Booths Tested                               | 8   | -  | -  | -  | 8           |
| Vented Flammable Storage Tested                   | 6   | -  | -  | -  | 6           |
| Other Ventilated Systems Tested                   | 14  | -  | -  | -  | 14          |

| Industrial Hygiene Metrics                       |    |    |    |    |             |
|--|----|----|----|----|-------------|
| Miscellaneous                                    | Q1 | Q2 | Q3 | Q4 | 2021 TOTALS |
| Confined Spaces Labeled                          | 0  | -  | -  | -  | 0           |
| Departments Tested for Hearing Conservation      | 4  | -  | -  | -  | 4           |
| Departments Reached out to for Annual Audiograms | 6  | -  | -  | -  | 6           |
| Industrial Hygiene Lab Equipment Calibrated      | 8  | -  | -  | -  | 8           |
| Industrial Hygiene Lab Equipment Purchased       | 0  | -  | -  | -  | 0           |
| Industrial Hygiene Lab Equipment Repurposed      | 0  | -  | -  | -  | 0           |
| Times our Lab Equipment has been Borrowed        | 7  | -  | -  | -  | 7           |

## **IH Projects**

- Assist with and keep records for the firm's 5-year renewal for BYU regarding the RRP licensing
- Assist in creating a Lock-Out-Tag-Out operation procedure for 11 different machines in the UPB
- Investigated in a mold inquiry in the LSB cold-room storage in the MMBIO department. Recruited the help of Don Hunt in the removal, which he oversaw.
- Added to the rotating schedule of the Gas Sensors Technician the calibration of oxygen sensors in Dr. Burt's Chemistry lab. Note: Dr. Burt's specific project is helium recovery in the MRI area.
- Aided Bryant Brown in locating a gas leak in room 336 of the CB.
- Created 4 instructional videos on how to calibrate 1) Carbon Monoxide sensor 2) Combustible Gas sensor 3) Oxygen sensor and 4) a Mercury Meter
- Assisting in creating "What Would Cosmo Do?" flyers for programs within Industrial Hygiene.
- Investigated various locations for asphyxiant hazards, identifying one location where gas sensors are needed and are currently being installed
- Assisted in 2 ergonomic assessments in Dining Services
- Donated 2,370 KN-95 masks on campus for COVID-19 random testing. The remaining 500 donated KN-95's went to the Carpentry department.
- Assisted the Engineering Building by obtaining noise levels for pre and post installation of noise reducing sheetrock to assist in the efficiency of the product
- Created 15 "How to" videos of the Industrial Hygiene Lab equipment

## **Asbestos Projects**

The following buildings/departments were tested or otherwise sampled:

|                                |      |      |
|--------------------------------|------|------|
| PH Seminary Building           | ISB  | SFH  |
| Tunnels within the Purple line | TMCB | JFSB |
| Tunnels within the Black line  | UPB  | SNLB |
| Tunnels under WSC              | WSC  | JKB  |
| BRWB                           | BRMB | ELLB |

## **Other Sampling Includes:**

- Silica sampling in the LSB lab
- Assisted Bryant Brown in Nickel and Chromium sampling of a 3D metal printer

## **OCCUPATIONAL SAFETY**

- ❖ *Occupational Safety manages the following:*
  - *Accident Investigation*
  - *OSHA Accident Reporting and Recording*
  - *DOT and BYU CMV Programs*
  - *Safety Training*
  - *CPR and First Aid Classes*
  - *VARC*

| <b>Industrial Metrics</b>                 | <b>2021<br/>Q1</b> | <b>2021<br/>Q2</b> | <b>2021<br/>Q3</b> | <b>2021<br/>Q4</b> | <b>2021<br/>TOTALS</b> | <b>2020<br/>TOTALS</b> | <b>2019<br/>TOTALS</b> |
|---|--------------------|--------------------|--------------------|--------------------|------------------------|------------------------|------------------------|
| RM Online Trainings Completed             | 5,435              | -                  | -                  | -                  | 5,435                  | *                      | 17,086                 |
| CPR and First Aid Classes Taught          | 12                 | -                  | -                  | -                  | 12                     | 29                     | 19                     |
| CPR and First Aid Certifications          | 56                 | -                  | -                  | -                  | 56                     | 134                    | 319                    |
| New Online Safety Trainings Created       | 24                 | -                  | -                  | -                  | 24                     | 16                     | 14                     |
| Existing Online Safety Trainings Modified | 23                 | -                  | -                  | -                  | 23                     | 27                     | 11                     |
| Special Graphic Design Projects           | 2                  | -                  | -                  | -                  | 2                      | 20                     | 15                     |
| Box Truck Practical Exams Conducted       | 5                  | -                  | -                  | -                  | 5                      | 2                      | 30                     |
| Corrective Actions Assigned               | 184                | -                  | -                  | -                  | 184                    | 726                    | 1,231                  |
| Corrective Actions Completed              | 184                | -                  | -                  | -                  | 184                    | 709                    | 1,213                  |
| OSHA Work Incidents Investigated          | 2                  | -                  | -                  | -                  | 2                      | 14                     | 11                     |
| Other Work Incidents Investigated         | 90                 | -                  | -                  | -                  | 90                     | 177                    | 89                     |
| DOT Driver Files Managed                  | 74                 | -                  | -                  | -                  | 74                     | *                      | 249                    |
| New DOT Driver Files Created              | 37                 | -                  | -                  | -                  | 37                     | *                      | 26                     |
| VARC Cases Managed                        | 20                 | -                  | -                  | -                  | 20                     | 149                    | 225                    |

\*Information is currently unavailable due to change in systems and personnel

### **Quarter 1 Special Projects**

#### **1. BYU Online Training**

The Safety Team continued to spend a considerable amount of time during quarter 1 assisting with the transition from Ytrain to the Training LMS Absorb. After being integrated into absorb, many trainings were not running correctly, and the team needed to reconfigure them.

**2. “What Would Cosmo Do?”**

The Safety Team continued to work on the “What Would Cosmo Do?” flyers. Additional completed flyers include: Asbestos, Electrical Safety, Laser Safety, Respiratory Protection, Indoor Air Quality, and Hazard Communication.

**3. COVID-19**

Members of the Safety Team continued to work on various COVID-19 projects including the WILK Covid-19 testing team.

**4. Safety Supervisor Training**

A campus-wide safety training was approved, and the Safety Team has been working on the launch of the training. This includes reconfiguring the website, creating additional safety trainings, and creating a new safety training matrix.

**5. LOTO Safety Audits**

Physical Facilities has invited the EHS director to conduct LOTO audits in their area.

**6. LOTO Machine Specific Procedures**

The Safety Team has been assisting various departments in creating machine specific LOTO procedures. Particularly for the Physical Facilities, Grounds, and Dining Services departments.

**7. Academic Lab Safety Training**

At the request of the Academic Campus Safety Committee and in collaboration with the Academic Safety Manager, the Safety Team created a general academic lab safety training. This training consists of 22 modules. The goal is to have all students who work in a lab on campus complete this general safety training to help mitigate accidents and incidents in labs across campus.

**8. OSHA and BLS reports**

The required OSHA and BLS reports were completed, posted, and filed for 2020 per government requirements.

**9. CDL Clearinghouse Queries**

Per the new DOT regulations, BYU has started to conduct Clearinghouse Queries for any new BYU CDL driver.



### **OSHA Reportable and Recordable Injuries**

BYU employed approximately 18,077 personnel (full and part-time, including part-time students) who worked an average of 5,197,119 labor hours from January 1-March 31, 2021. From the 97 reported workers' compensation injuries in Q1 of 2021, 2 were OSHA reportable and 36 were OSHA recordable (including the 2 reportable injuries).

An injury becomes reportable when it meets OSHA qualifications for severe injuries. It must be reported within 8 hours and have an official BYU investigation (which may be sent to OSHA upon request). An injury is recordable when medical treatment extends beyond OSHA's definition of first aid. All reportable injuries are also recordable. These injuries are included on BYU's official OSHA logs. The following chart compares BYU's OSHA injury rate from 2017-2021.

| <b>Injury Metrics</b>    | <b>2021<br/>TOTALS</b> | <b>2020<br/>TOTALS</b> | <b>2019<br/>TOTALS</b> | <b>2018<br/>TOTALS</b> | <b>2017<br/>TOTALS</b> |
|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Workers' Comp Injury     | <b>71</b>              | 260                    | 465                    | 449                    | 398                    |
| Reportable Count         | <b>2</b>               | 14                     | 11                     | 0                      | 2                      |
| Recordable Count         | <b>36</b>              | 127                    | 202                    | 199                    | 177                    |
| Lost Time Cases          | <b>7</b>               | 37                     | 39                     | 35                     | 19                     |
| Total Days Away          | <b>74</b>              | 572                    | 539                    | 457                    | 281                    |
| Restricted Days Cases    | <b>7</b>               | 51                     | 87                     | 81                     | 63                     |
| Total Restricted Days    | <b>275</b>             | 2,568                  | 2,929                  | 3,095                  | 2,019                  |
| Total Case Incident Rate | <b>1.38</b>            | 1.19                   | 1.80                   | 1.79                   | 1.6                    |
| Lost Time Incident Rate  | <b>.26</b>             | .34                    | .35                    | .31                    | .17                    |
| Lost Workday Rate        | <b>2.84</b>            | 5.38                   | 4.81                   | 4.11                   | 2.54                   |
| Severity Rate            | <b>2.05</b>            | 4.50                   | 2.67                   | 2.30                   | 1.59                   |
| Days Away/Restricted     | <b>.53</b>             | .82                    | 1.13                   | 1.04                   | .74                    |

**Lost Time Incident Rate** – the number of lost time cases per 100 full-time employees in any given time frame.

**Lost Workday Rate** – the number of lost workdays per 100 full-time employees in any given time frame.

**Severity Rate** - the number of lost days experienced as compared to the number of incidents experienced.

**DART Rate** (days away/restricted) - the number of recordable incidents per 100 full time employees that resulted in lost or restricted days.

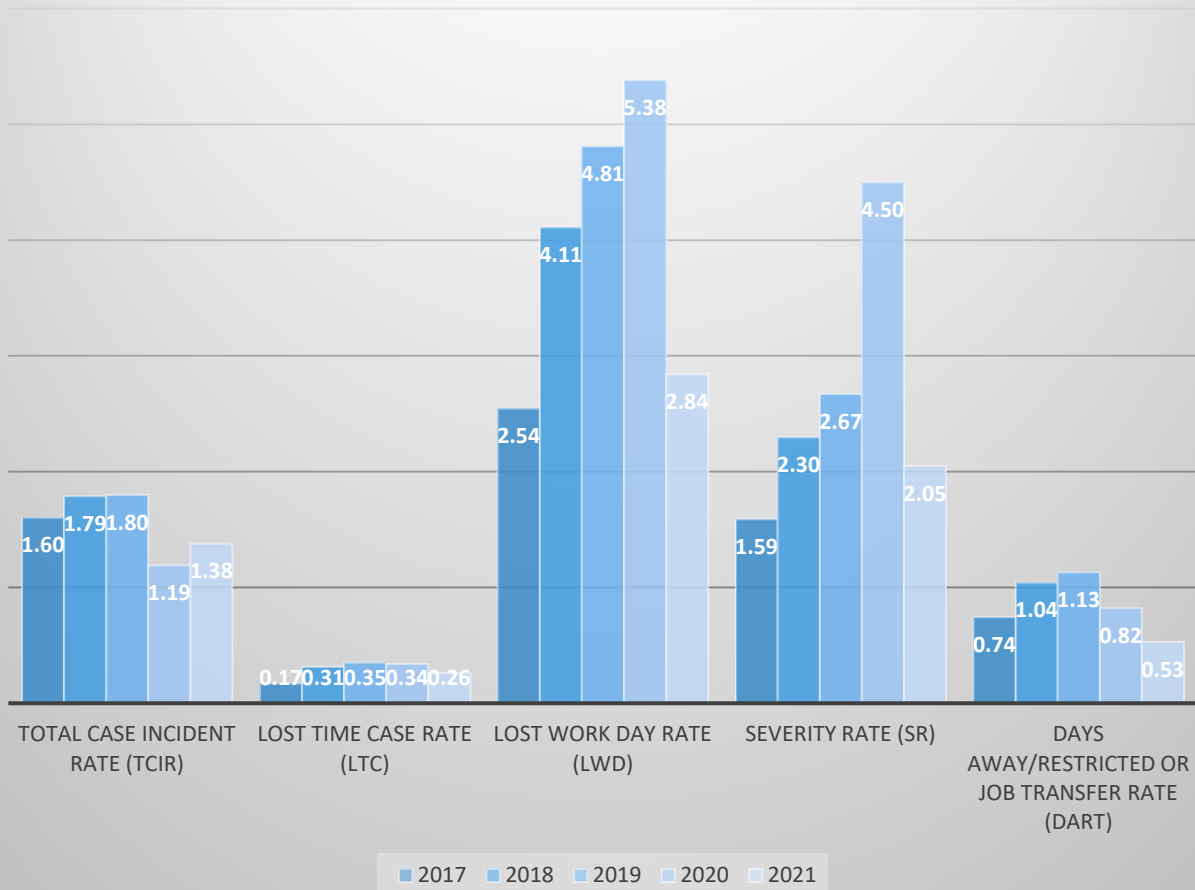


| Quarterly Recordable Injuries |     |     |     |     |        |
|-------------------------------|-----|-----|-----|-----|--------|
| Quarter                       | Q1  | Q2  | Q3  | Q4  | TOTALS |
| 2017                          | 48  | 43  | 51  | 35  | 177    |
| 2018                          | 52  | 44  | 63  | 40  | 199    |
| 2019                          | 51  | 56  | 52  | 43  | 202    |
| 2020                          | 30  | 34  | 41  | 22  | 127    |
| 2021                          | 36  | -   | -   | -   | 36     |
| TOTALS                        | 217 | 177 | 207 | 140 | 741    |





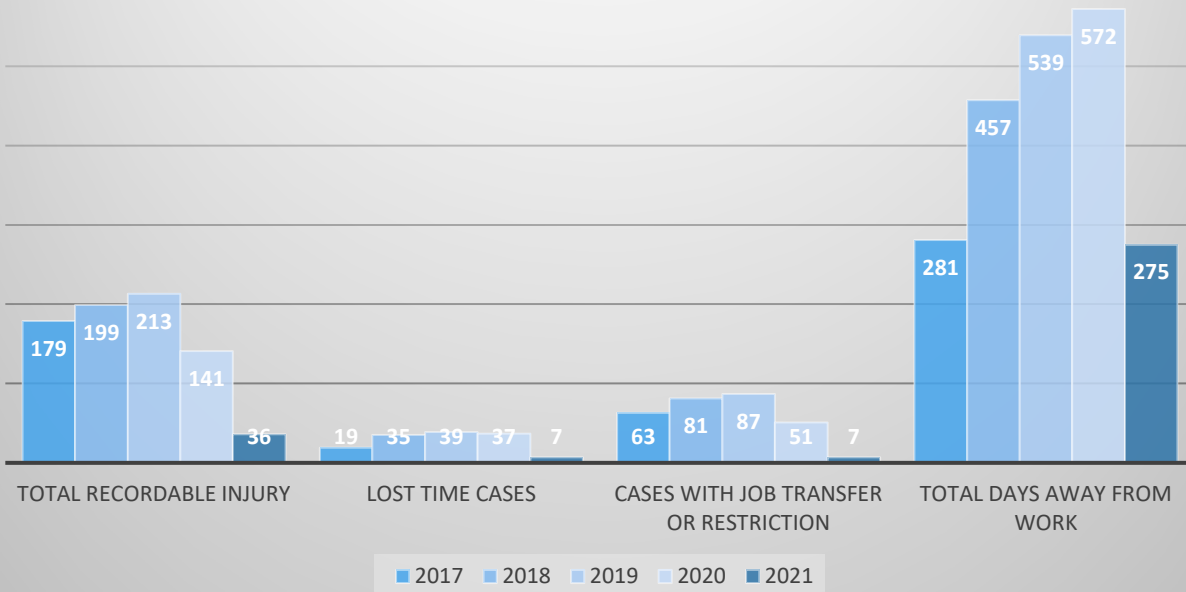
## 2017-2021 Safety Rate Comparison (Lower is Better)



## 2017-2021 Safety Rate Comparison (Lower is Better)

| Year | Total Case Incident Rate (TCIR) | Lost Time Case Rate (LTC) | Lost Work Day Rate (LWD) | Severity Rate (SR) | Days Away/Restricted or Job Transfer Rate (DART) |
|------|---------------------------------|---------------------------|--------------------------|--------------------|--|
| 2017 | 1.60                            | .17                       | 2.54                     | 1.59               | .74  |
| 2018 | 1.79                            | .31                       | 4.11                     | 2.30               | 1.04   |
| 2019 | 1.80                            | .35                       | 4.81                     | 2.67               | 1.13   |
| 2020 | 1.19                            | .34                       | 5.38                     | 4.50               | .82  |
| 2021 | 1.38                            | .26                       | 2.84                     | 2.05               | .53  |

## Total Case Count Comparison 2017-2021



## Total Case Count Comparison 2017-2021

| Year          | Total Recordable Injury | Lost Time Cases | Cases with Job Transfer or Restriction | Total Days Away from Work |
|---------------|-------------------------|-----------------|--|---------------------------|
| 2017          | 177                     | 19              | 63                                     | 281                       |
| 2018          | 199                     | 35              | 81                                     | 457                       |
| 2019          | 202                     | 39              | 87                                     | 539                       |
| 2020          | 127                     | 37              | 51                                     | 572                       |
| 2021          | 36                      | 7               | 7                                      | 275                       |
| <b>TOTALS</b> | <b>741</b>              | <b>137</b>      | <b>289</b>                             | <b>2,124</b>              |

## **2021 OSHA Reportable Injuries**

| <b>Department</b>   | <b>Date of Injury</b> | <b>Injury Description</b>    | <b>Action Taken</b>    | <b>OSHA Citation</b> |
|---------------------|-----------------------|------------------------------|------------------------|----------------------|
| Dining Services     | 2/26/2021             | Fractured Finger             | Internal Investigation | No                   |
| Physical Facilities | 3/17/2021             | Partial Fingertip Amputation | OSHA Investigation     | Pending              |

Currently, BYU has three OSHA citations that are within the 3-year period.

April 24, 2019 Machine Guarding

Citation 1 Item 1 Type: Serious UAC R614-1-5.C.7

Employee bypassed a safety guard.

May 26, 2020 Lockout Tagout

Citation 1 Item 1a Type: Serious 29 CFR 1910.147(c)(5)(i)

Employer did not provide lock out equipment.

Citation 1 Item 1b Type: Serious 29 CFR 1910.147(e)(2)(i)

During repairs, machine was not locked or tagged out.

Citation 2 Item 1 Type: Other-than-Serious 29 CFR 1910.147(c)(7)(i)

Employer did not provide training.

As all of BYU shares the same EIN number, if any department at BYU receives another citation for the same provision within 3 years, BYU will not be eligible to receive a reduction agreement and the violation could be considered a serious repeat or willful violation.

Utah OSH Notification:

- UOSH contacted Risk Management and Safety with an official complaint notification on January 13, 2021. UOSH received an anonymous call that an employee in the BYU Store was not wearing a face cloth covering. Risk Management and Safety posted the complaint notification for the required three days and shared the mask regulations that BYU has in place with UOSH and the BYU Store management. No further action was taken.
- UOSH contacted Risk Management and Safety on March 10, 2021. They received an anonymous call that individuals in the BYU Creamery were not wearing face cloth coverings. At this time, UOSH did not have jurisdiction and asked us to work directly with Dining Services. Upon investigation, it was concluded that Dining Services was compliant with the BYU mask regulations including posting signs for customers.

**2021 OSHA WC Recordable Injuries by Department/Unit-Campus Wide**

| <b>Type of Injury</b> | <b>2021<br/>Q1</b> | <b>2021<br/>Q2</b> | <b>2021<br/>Q3</b> | <b>2021<br/>Q4</b> | <b>2021<br/>Totals</b> |
|-----------------------|--------------------|--------------------|--------------------|--------------------|------------------------|
| Recordable Injuries   | 36                 | -                  | -                  | -                  | 36                     |
| Days Away Cases       | 7                  | -                  | -                  | -                  | 7                      |
| Days Away             | 97                 | -                  | -                  | -                  | 97                     |
| Restricted Days Cases | 7                  | -                  | -                  | -                  | 7                      |
| Restricted Days*      | 275                | -                  | -                  | -                  | 275                    |
| Other Recordable**    | 22                 | -                  | -                  | -                  | 22                     |

| <b>Campus Department/Unit</b>      | <b>2021<br/>Q1</b> | <b>2021<br/>Q2</b> | <b>2021<br/>Q3</b> | <b>2021<br/>Q4</b> | <b>2021<br/>Totals</b> |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------|
| Athletics                          | 1                  | -                  | -                  | -                  | 1                      |
| BYU Broadcasting                   | 1                  | -                  | -                  | -                  | 1                      |
| BYU Store                          | 3                  | -                  | -                  | -                  | 3                      |
| College of Fine Arts               | 1                  | -                  | -                  | -                  | 1                      |
| College of Life Sciences           | 1                  | -                  | -                  | -                  | 1                      |
| Dean's Office of Undergrad Studies | 1                  | -                  | -                  | -                  | 1                      |
| Dining Services                    | 7                  | -                  | -                  | -                  | 7                      |
| Physical Facilities                | 18                 | -                  | -                  | -                  | 18                     |
| Physical and Math Sciences         | 1                  | -                  | -                  | -                  | 1                      |
| Print and Mail Services            | 2                  | -                  | -                  | -                  | 2                      |
| <b>TOTALS</b>                      | <b>36</b>          | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>36</b>              |

**OSHA WC Recordable Injuries by Two Highest Departments****PHYSICAL FACILITIES**

| <b>Type of Injury</b> | <b>2021<br/>Q1</b> | <b>2021<br/>Q2</b> | <b>2021<br/>Q3</b> | <b>2021<br/>Q4</b> | <b>2021<br/>Totals</b> |
|-----------------------|--------------------|--------------------|--------------------|--------------------|------------------------|
| Recordable Injuries   | 18                 | -                  | -                  | -                  | 18                     |
| Days Away Cases       | 1                  | -                  | -                  | -                  | 1                      |
| Days Away             | 1                  | -                  | -                  | -                  | 1                      |
| Restricted Days Cases | 5                  | -                  | -                  | -                  | 5                      |
| Restricted Days*      | 93                 | -                  | -                  | -                  | 93                     |
| Other Recordable**    | 12                 | -                  | -                  | -                  | 12                     |

**OSHA WC Recordable Injuries for Specific Areas within Physical Facilities**

| Area            | 2021<br>Q1 | 2021<br>Q2 | 2021<br>Q3 | 2021<br>Q4 | 2021<br>Totals |
|-----------------|------------|------------|------------|------------|----------------|
| Building Care   | 5          | -          | -          | -          | 5              |
| Carpenter Shop  | 3          | -          | -          | -          | 3              |
| Grounds         | 5          | -          | -          | -          | 5              |
| Mechanical Shop | 2          | -          | -          | -          | 2              |
| Paint Shop      | 2          | -          | -          | -          | 2              |
| Upholstery Shop | 1          | -          | -          | -          | 1              |
| <b>TOTALS</b>   | <b>18</b>  | <b>-</b>   | <b>-</b>   | <b>-</b>   | <b>18</b>      |

**DINING SERVICES**

| Type of Injury        | 2021<br>Q1 | 2021<br>Q2 | 2021<br>Q3 | 2021<br>Q4 | 2021<br>Totals |
|-----------------------|------------|------------|------------|------------|----------------|
| Recordable Injuries   | 7          | -          | -          | -          | 7              |
| Days Away Cases       | 3          | -          | -          | -          | 3              |
| Days Away             | 34         | -          | -          | -          | 34             |
| Restricted Days Cases | 1          | -          | -          | -          | 1              |
| Restricted Days*      | 101        | -          | -          | -          | 101            |
| Other Recordable**    | 3          | -          | -          | -          | 3              |

**OSHA WC Recordable Injuries for Specific Areas within Dining Services**

| Occupation     | 2021<br>Q1 | 2021<br>Q2 | 2021<br>Q3 | 2021<br>Q4 | 2021<br>Totals |
|----------------|------------|------------|------------|------------|----------------|
| Cannon Commons | 1          | -          | -          | -          | 1              |
| Central Stores | 1          | -          | -          | -          | 1              |
| MTC Dining     | 1          | -          | -          | -          | 1              |
| Retail Dining  | 4          | -          | -          | -          | 4              |
| <b>TOTALS</b>  | <b>7</b>   | <b>-</b>   | <b>-</b>   | <b>-</b>   | <b>7</b>       |

\*Restricted Days. This number also includes the restricted days in the Days Away Cases.

\*\*Other Recordable. Incidents may fall under the other recordable group when the employee received care beyond OSHA's definition of First Aid and did not miss any days from work nor have any work restrictions. Examples include receiving a prescription, getting stitches, and physical therapy.

**OSHA WC Recordable Injuries by Causes, Body Part Injured, and Injury Type**  
**Q1 2021**

| <b>Top 5 Recordable Injury Causes</b> |                                      |                               |
|---------------------------------------|--------------------------------------|-------------------------------|
| <b>Cause</b>                          | <b>Number of Recordable Injuries</b> | <b>Percentage of Injuries</b> |
| Contact With                          | <b>13</b>                            | <b>30.56</b>                  |
| Struck By                             | <b>8</b>                             | <b>22.22</b>                  |
| Slip and Fall                         | <b>5</b>                             | <b>13.89</b>                  |
| Caught In, Under, or Between          | <b>3</b>                             | <b>8.33</b>                   |
| Bending                               | <b>2</b>                             | <b>5.55</b>                   |
| Other                                 | <b>5</b>                             | <b>13.89</b>                  |
| <b>Total</b>                          | <b>36</b>                            | <b>100%</b>                   |

| <b>Top 5 Body Parts Injured in a Recordable Injury</b> |                                      |                               |
|--|--------------------------------------|-------------------------------|
| <b>Body Part</b>                                       | <b>Number of Recordable Injuries</b> | <b>Percentage of Injuries</b> |
| Finger/Thumb   | <b>11</b>                            | <b>30.56</b>                  |
| Head   | <b>8</b>                             | <b>22.22</b>                  |
| Leg (Knee, Foot)                                       | <b>5</b>                             | <b>13.89</b>                  |
| Arm (Shoulder, Wrist, Hand)                            | <b>4</b>                             | <b>11.11</b>                  |
| Eye  | <b>3</b>                             | <b>8.33</b>                   |
| Other  | <b>5</b>                             | <b>13.89</b>                  |
| <b>Total</b>   | <b>36</b>                            | <b>100%</b>                   |

| <b>Top 5 Recordable Injury Types</b> |                                      |                               |
|--------------------------------------|--------------------------------------|-------------------------------|
| <b>Injury Types</b>                  | <b>Number of Recordable Injuries</b> | <b>Percentage of Injuries</b> |
| Laceration                           | <b>8</b>                             | <b>22.22</b>                  |
| Strain                               | <b>7</b>                             | <b>19.44</b>                  |
| Head Injury                          | <b>6</b>                             | <b>16.67</b>                  |
| Puncture                             | <b>3</b>                             | <b>8.33</b>                   |
| Burn                                 | <b>3</b>                             | <b>8.33</b>                   |
| Other                                | <b>9</b>                             | <b>25</b>                     |
| <b>Total</b>                         | <b>36</b>                            | <b>100%</b>                   |

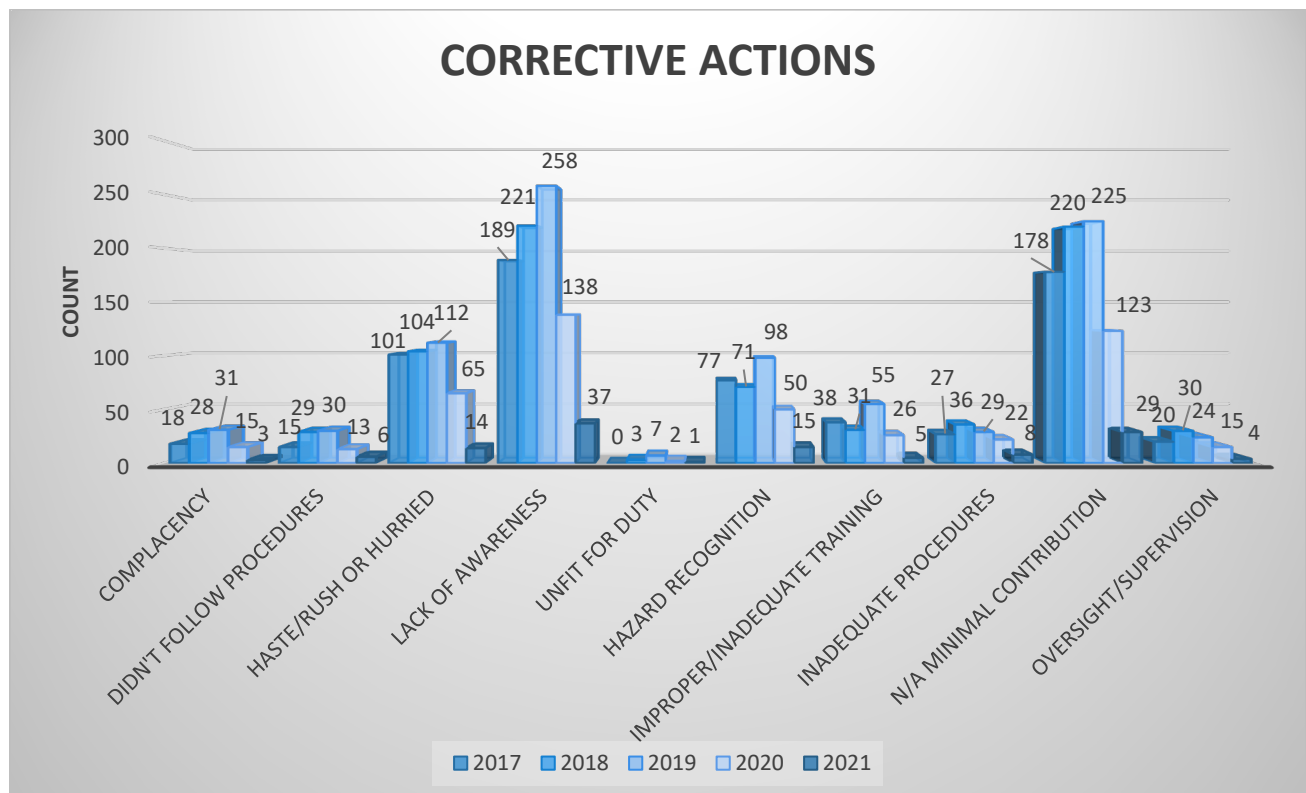


## Corrective Actions

184 Corrective Actions were assigned to help prevent future injuries and to address safety concerns from the incidents reported. Supervisors select the appropriate corrective actions and in general have two weeks to complete them. During the 1st quarter, 184 were completed. An additional 14 corrective actions from previous quarters were also closed. From the 184 corrective actions, the following Types of Corrective Actions were established.

| Types of Corrective Actions | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS |
|-----------------------------|---------|---------|---------|---------|-------------|
| Human Factor                | 65      | -       | -       | -       | 65          |
| Management Systems          | 65      | -       | -       | -       | 65          |
| Environmental Systems       | 26      | -       | -       | -       | 26          |
| Tools/Equipment             | 17      | -       | -       | -       | 17          |
| Other                       | 11      | -       | -       | -       | 11          |

In addition to the Types of Corrective Actions established, several other contributing factors were identified. In quarter 1, the most common contributing factor from the Human Factor group was Lack of Awareness on the part of the employee who was injured. The most common Management Systems corrective action chosen was Minimal Contribution.



| Contributing Factors         |      |      |      |      |      |        |
|------------------------------|------|------|------|------|------|--------|
| Factor                       | 2017 | 2018 | 2019 | 2020 | 2021 | TOTALS |
| Complacency                  | 18   | 28   | 31   | 15   | 3    | 95     |
| Did Not Follow Procedures    | 15   | 29   | 30   | 13   | 6    | 93     |
| Haste/Rush or Hurried        | 101  | 104  | 112  | 65   | 14   | 396    |
| Lack of Awareness            | 189  | 221  | 258  | 138  | 37   | 843    |
| Unfit for Duty               | 0    | 3    | 7    | 2    | 1    | 13     |
| Hazard Recognition           | 77   | 71   | 98   | 50   | 15   | 311    |
| Improper/Inadequate Training | 38   | 31   | 55   | 26   | 5    | 155    |
| Inadequate Procedures        | 27   | 36   | 29   | 22   | 8    | 122    |
| N/A Minimal Contribution     | 178  | 220  | 225  | 123  | 29   | 775    |
| Oversight/Supervision        | 20   | 30   | 24   | 15   | 4    | 93     |

### **VARC (Vehicle Accident Review Committee) Cases**

The number of reported incidents to Risk Management. (Incidents are not necessarily reported in quarter order and often contain incidents from previous quarters.) The VARC meets monthly to determine whether the incidents were preventable or non-preventable and assign consequences accordingly. In most cases where an individual has caused a preventable accident, a \$200 fee is assessed to the department and the individual must complete a defensive driving class.

| Vehicle Accident Review Committee Decisions |            |            |            |            |                |                |                |                |
|---|------------|------------|------------|------------|----------------|----------------|----------------|----------------|
|   | 2021<br>Q1 | 2021<br>Q2 | 2021<br>Q3 | 2021<br>Q4 | 2021<br>TOTALS | 2020<br>TOTALS | 2019<br>TOTALS | 2018<br>TOTALS |
| Incidents                                   | 21         | -          | -          | -          | 21             | 120            | 225            | 203            |
| Preventable                                 | 14         | -          | -          | -          | 14             | 83             | 136            | 99             |
| Non-Preventable                             | 5          | -          | -          | -          | 5              | 33             | 59             | 32             |
| Not Applicable                              | 2          | -          | -          | -          | 2              | 5              | 30             | 71             |
| Cause=Backing                               | 6          | -          | -          | -          | 6              | 43             | 46             | 21             |

### **Department of Transportation Summary Statistics**

Official DOT statistics for BYU. This includes stops and accidents which may incur penalties of violations and/or citations. For the majority, these statistics apply to CDL drivers, but may also include a Non-CDL CMV driver.

BYU has approximately 53 CDL drivers and over 300 Non-CDL CMV drivers.

### Department of Transportation Statistics

| Statistics          | 2021<br>Q1 | 2021<br>Q2 | 2021<br>Q3 | 2021<br>Q4 | 2021<br>TOTALS | 2020<br>TOTALS | 2019<br>TOTALS | 2018<br>TOTALS | 2017<br>TOTALS |
|---------------------|------------|------------|------------|------------|----------------|----------------|----------------|----------------|----------------|
| DOT Stops           | 0          | -          | -          | -          | 0              | 0              | 0              | 5              | 3              |
| Violations          | 0          | -          | -          | -          | 0              | 0              | 0              | 3              | 2              |
| OOS                 | 0          | -          | -          | -          | 0              | 0              | 0              | 0              | 0              |
| Citations to BYU    | 0          | -          | -          | -          | 0              | 0              | 0              | 0              | 0              |
| Citations to Driver | 0          | -          | -          | -          | 0              | 0              | 0              | 0              | 0              |
| DOT Crashes         | 0          | -          | -          | -          | 0              | 0              | 0              | 0              | 0              |
| DOT Reportable      | 0          | -          | -          | -          | 0              | 0              | 0              | 0              | 0              |
| DOT Audit           | 0          | -          | -          | -          | 0              | 0              | 0              | 0              | 0              |

### Department of Transportation Current Scores as of March 31, 2021

|                                   |                        |
|-----------------------------------|------------------------|
| Unsafe Driving                    | 0%                     |
| Hours of Service (HOS) Compliance | <3 insp. w/violations  |
| Driver Fitness                    | <5 driver inspections  |
| Vehicle Maintenance               | <5 vehicle inspections |
| Controlled Substances and Alcohol | 0%                     |
| Crash Indicator                   | 0%                     |
| ISS Inspection Score              | 65                     |
| ISS Recommendation                | Optional               |



## **FIRE AND LIFE SAFETY**

*The Fire and Life Safety area supervises and manages all aspects of fire and life safety on campus while complying with all applicable fire and building safety laws.*

### **Items of Interest**

- We finalized the testing and put together a plan to help with meeting the fire code regarding the emergency radio use in new and existing buildings. For the next ten years we will work towards bringing all the buildings on campus up to code.
- BYU and Provo City have been working together on how we can safely use BYU West (old Provo High School) during the construction phase of the new Harris Fine Arts Center. As always, we have a great working relationship with Provo City, and it looks like this work will move along without any issues.
- We have been working with FM Global and the Cogen plant on designing and installing a fire protection system that will help better protect the turbines. FM Global is a strong partner in our safety desires here on campus.
- We are right in the middle of designing and reviewing the plans for the new Harris Fine Arts Building. We are knee deep in the construction of the New Music building as well. It is exciting to see the work on campus move forward and with great cooperation of all involved.
- Special events continue to keep us busy with providing many hours of fire watch and covering other safety concerns.
- Cleanup and reorganization of the emergency management / fire extinguisher shop has been completed. Also, we have been repairing older equipment and bringing our fire extinguisher repair shop up to a more efficient running machine. As always, this work is done in a team focused effort; our student employees are amazing.

| <b>Life Safety Systems</b>  |                    |                    |                    |                    |                        |
|---|--------------------|--------------------|--------------------|--------------------|------------------------|
| <i>A physical inspection of equipment and systems designed to help protect building occupants during fires and other emergencies.</i> |                    |                    |                    |                    |                        |
| <b>Descriptions</b>   | <b>2021<br/>Q1</b> | <b>2021<br/>Q2</b> | <b>2021<br/>Q3</b> | <b>2021<br/>Q4</b> | <b>2021<br/>TOTALS</b> |
| Fire Extinguishers Inspected  | <b>1,258</b>       | -                  | -                  | -                  | <b>1,258</b>           |
| Fire Department Connection Inspections  | <b>133</b>         | -                  | -                  | -                  | <b>133</b>             |
| Fire Sprinkler Control Valve Inspections  | <b>795</b>         | -                  | -                  | -                  | <b>795</b>             |

- In addition to inspecting all these items, our students are responsible for maintaining and performing service and tests on all the extinguishers on campus.

### Special Events

*Risk Management personnel, under the direction of the Fire Marshall, serve at Special Events on campus to provide fire and life safety support and direction. These events range from Stadium of Fire to Athletic and Dance events. Due to COVID-19, some special events were cancelled in 2021.*

| Special Events | 2021<br>Q1 | 2021<br>Q2 | 2021<br>Q3 | 2021<br>Q4 | 2021<br>TOTAL<br>S | 2020<br>TOTALS |
|----------------|------------|------------|------------|------------|--------------------|----------------|
| Events Covered | 60         | -          | -          | -          | 60                 | 99             |
| Event Shifts   | 65         | -          | -          | -          | 65                 | 150            |
| Labor Hours    | 317.75     | -          | -          | -          | 317.75             | 636.5          |

### Hot Work Permits/Inspections

*A hot work permit is required before beginning any temporary operation involving open flames or producing heat and/or sparks. There are locations on campus that have been designated as a hot work location and must be inspected monthly.*

| Descriptions                      | 2021<br>Q1 | 2021<br>Q2 | 2021<br>Q3 | 2021<br>Q4 | 2021<br>TOTALS | 2020<br>TOTALS |
|-----------------------------------|------------|------------|------------|------------|----------------|----------------|
| Temporary hot work permits issued | 6          | -          | -          | -          | 6              | 73             |
| Permanent site inspections        | 48         | -          | -          | -          | 48             | 162            |

### Fire Safety Inspections and Reviews

*An inspection or review performed to identify, assess, and mitigate potential fire and life safety hazards in buildings and on campus.*

| Descriptions                                     | 2021<br>Q1 | 2021<br>Q2 | 2021<br>Q3 | 2021<br>Q4 | 2021<br>TOTALS | 2020<br>TOTALS |
|--|------------|------------|------------|------------|----------------|----------------|
| Whole Building Fire Safety Inspections           | 12         | -          | -          | -          | 12             | 80             |
| Fire Safety & Fire Extinguisher Training Classes | 1          | -          | -          | -          | 1              | 7              |
| Plan Reviews                                     | 10         | -          | -          | -          | 10             | 17             |
| Spot Inspections                                 | 32         | -          | -          | -          | 32             | 57             |
| Student Housing Fire Drills                      | 37         | -          | -          | -          | 37             | 37             |

## **INFORMATION TECHNOLOGY**

*The Information Technology area provides focused attention to the IT needs of the Office of the General Counsel, Department of Risk Management and Safety, and the Integrity and Compliance Office. Our efforts allow those we support to focus on the jobs they were hired to do rather than general IT related tasks. We accomplish this with highly responsive, high quality help-desk service and a willingness to help in any way possible. We also support department objectives by developing high quality applications, websites, and services that are well organized, properly maintained, and highly functional.*

### **Minor (Child) Protection Website and Application**

Most of the pages on the new Minor Protection website were created with content coming from Lisa Mortensen. We also created a word definition feature where certain words are marked with a styled underline. When a user hovers their mouse over the word, a definition pops up.

For the application, we completed the code and unit tests for automatically determining if a person is authorized for an event. We met with several end users who tested and gave a lot of very helpful feedback. From their feedback, we changed the form from a single page entry into a wizard with four sections. We also met with OIT several times discussing APIs for a couple of automation purposes. First is to help reduce data entry for groups that host a high number of events with an even higher number of staff. Second is to look-up employment and background check information. Scores of other changes were also completed.

### **Risk Website**

The Risk Tip content was re-created from the previous site including updated pictures. The FAQ pages were styled harmoniously. Photos were found for each safety program. We posted and attached many *What Would Cosmo Do?* trainings to their respective safety programs. Risk and Fire Safety content was improved. We began working with the safety group on training pages.

### **Litigation Site – Financials**

The site was put into production mid-January. We created matter and firm reports showing the invoice and costs for each matter or firm. We created an email approval process where the attorney responsible for an invoice receives an approval email. The litigation manager also receives an email notifying him about invoices ready for his approval. With these and a several other enhancements, this phase of the project ended.

The next project phase is migrating the litigation site from AWS into Mendix alongside the financials. We planned the migration, created the entities, and began work on the main case page. We anticipate completing this phase by end of May.

### **Audit Request Manager**

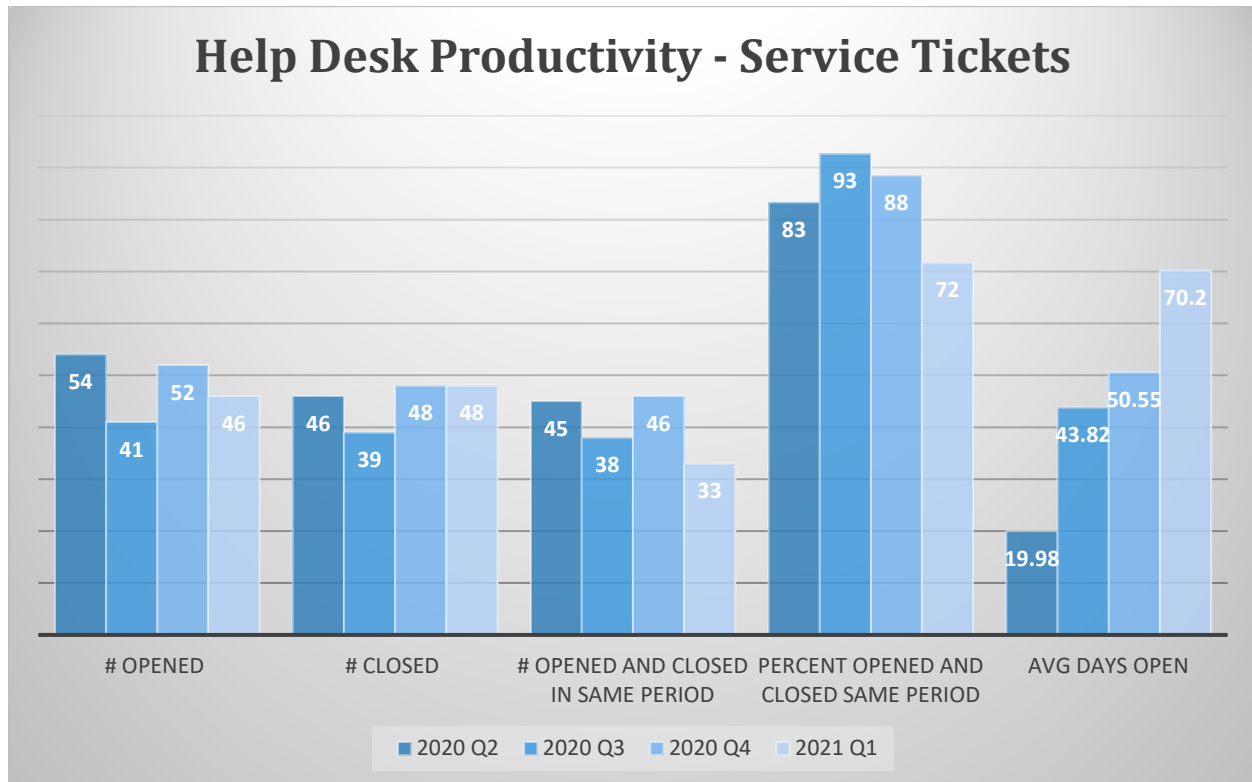
We converted several text fields into lookup fields that search non-student employees from the University APIs. Some field alignment issues were fixed. We also began work on an email approval process with data stewards and custodians.



## Server Upgrades

The final Linux servers were upgraded to the latest OS.

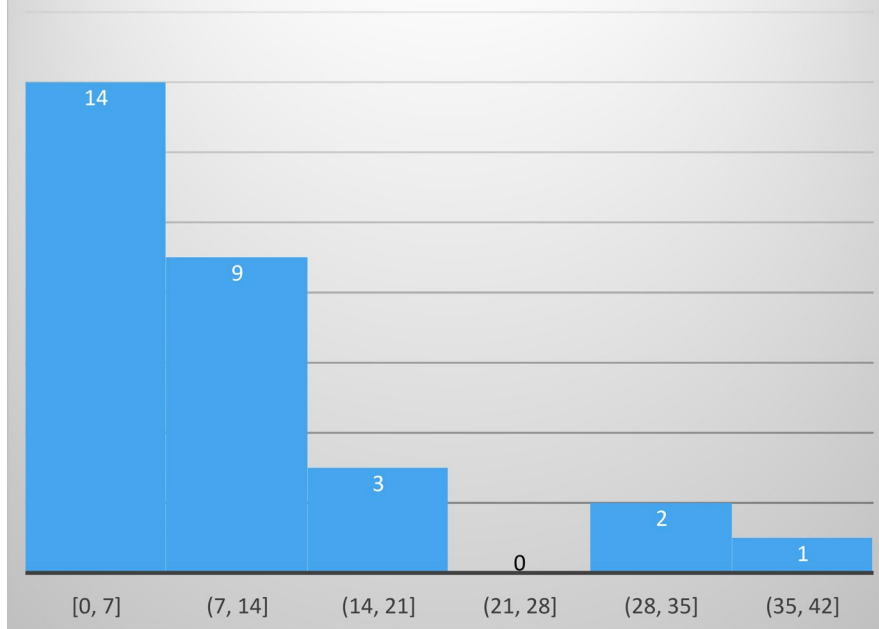
## METRICS



*These numbers represent issues that are not resolved within the same day and need to be communicated to other team members. The lower Q2-4 numbers reflect the workflow disruption from COVID-19 and a change in the nature of the requests we received. Even though similar levels of issues were resolved, more were solved same-day and hence not tracked.*

| Help Desk Productivity – Service Tickets |          |          |  |  |                   |
|--|----------|----------|--|--|-------------------|
| Descriptions                             | # Opened | # Closed | # Opened and Closed in the Same Period | Percent Opened and Closed in the Same Period | Average Days Open |
| 2020 Q2                                  | 54       | 46       | 45                                     | 83   | 19.98             |
| 2020 Q3                                  | 41       | 39       | 38                                     | 93   | 43.82             |
| 2020 Q4                                  | 52       | 48       | 46                                     | 88   | 50.55             |
| 2021 Q1                                  | 46       | 48       | 33                                     | 72   | 70.2              |

## CSR Lead Time - Histogram

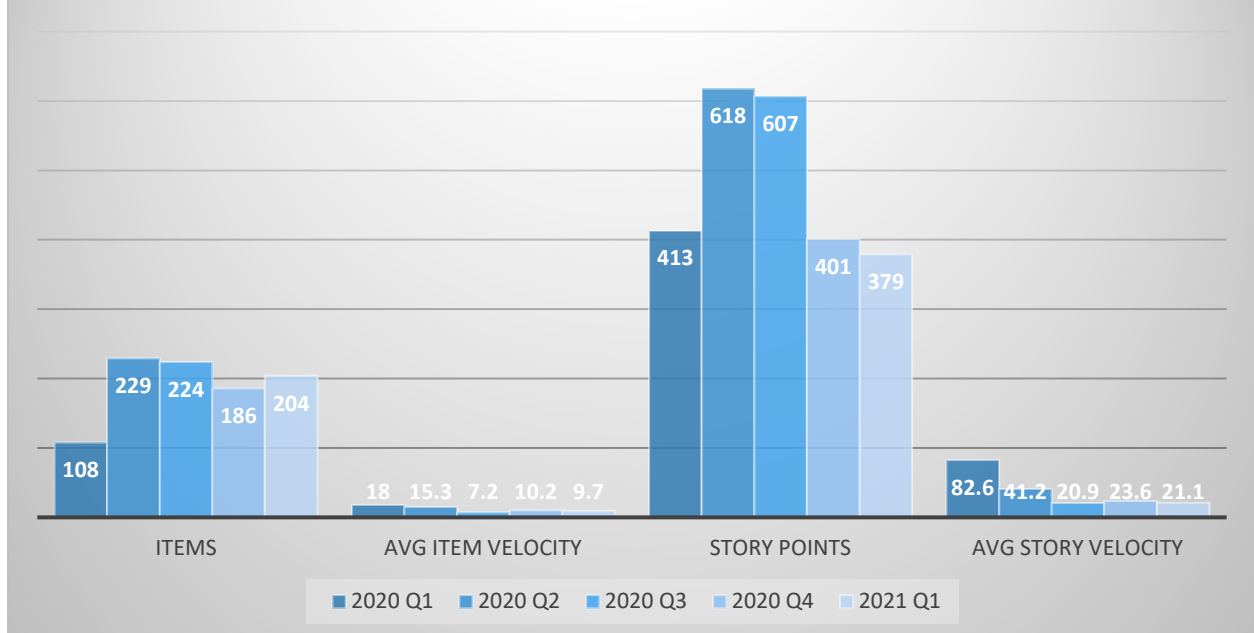


### CSR Lead Time - Histogram

| Days From Initial Notice to Resolution | Number of Resolved Items |
|--|--------------------------|
| 0-7                                    | 14                       |
| 7-14                                   | 9                        |
| 14-21                                  | 3                        |
| 21-28                                  | 0                        |
| 28-35                                  | 2                        |
| 35-42                                  | 1                        |

Lead time is how quickly issues are resolved from the time they are entered into the system.

## Development - Productivity



Items and Story Points are completed work summed across all sprints. The average velocity is by sprint.

| Development - Productivity |            |                       |              |                        |
|----------------------------|------------|-----------------------|--------------|------------------------|
| Statistics Measured:       | Items      | Average Item Velocity | Story Points | Average Story Velocity |
| 2020 Q1                    | 108        | 18                    | 413          | 82.6                   |
| 2020 Q2                    | 229        | 15.3                  | 618          | 41.2                   |
| 2020 Q3                    | 224        | 7.2                   | 607          | 20.9                   |
| 2020 Q4                    | 186        | 10.2                  | 401          | 23.6                   |
| <b>2021 Q1</b>             | <b>204</b> | <b>9.7</b>            | <b>379</b>   | <b>21.1</b>            |



## **INSURANCE SERVICES, RISK MANAGEMENT & RISK ASSESSMENT**

### **Insurance Services**

*The Insurance Services Office analyzes and administers the insurance and bonding needs of the three BYU campuses and Ensign College separately from and in addition to the property and casualty (liability) insurance policies and self-insure and risk retention programs provided to the universities and college by the Church Risk Management Division.*

*Additionally, in conjunction with the university's recently revised Legal Documents Policy, the Insurance Services Office reviews all contracts and agreements of the University to ensure that the insurance, indemnity (hold harmless, duty to defend, indemnification, etc.), and legal liability language and provisions comply with the risk and insurance appetite and position of the University.*

### **Certificate of Insurance Processes – Year-over-Year Comparison**

- The Insurance Services Office manages the insurance verification process for the University, which includes providing proof of insurance coverage (Certificates of Insurance) on behalf of the University.
- The Insurance Services Office also verifies the insurance position of third-party companies working with the University including contractors and architect partners, caterers, concessionaires, livery businesses, and other miscellaneous vendors and contractors.

| <b>Certificates of Insurance</b> | <b>2021<br/>Q1</b> | <b>2021<br/>Q2</b> | <b>2021<br/>Q3</b> | <b>2021<br/>Q4</b> | <b>2021<br/>TOTALS</b> | <b>2020<br/>TOTALS</b> | <b>2019<br/>TOTALS</b> |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------|------------------------|------------------------|
| Issued by BYU                    | 21                 | -                  | -                  | -                  | 21                     | 113                    | 224                    |
| Received/Reviewed by BYU         | 200                | -                  | -                  | -                  | 200                    | 76                     | -                      |

### **Contracts Reviewed for BYU – Year-over-Year Comparison**

| <b>2021<br/>Q1</b> | <b>2021<br/>Q2</b> | <b>2021<br/>Q3</b> | <b>2021<br/>Q4</b> | <b>2021<br/>TOTALS</b> | <b>2020<br/>TOTALS</b> | <b>2019<br/>TOTALS</b> |
|--------------------|--------------------|--------------------|--------------------|------------------------|------------------------|------------------------|
| 115                | -                  | -                  | -                  | 115                    | 459**                  | 658                    |

*\*\*Due to the COVID-19 pandemic, these numbers declined significantly due to the cancellation of many events and activities.*

### **Insurance Related**

Notwithstanding ongoing COVID-19 related issues or concerns, the Office of Insurance Services in the Risk Management Department completed the following insurance-related tasks this past quarter:

- Successfully negotiated renewal terms for the 2021-2022 Cyber-security/Cyber-liability (BYU specific), Fine Arts and Special Collections, Crime, Media Errors & Omissions, Internship and Experiential Learning, Athletic Trainers, and other casualty and professional liability insurance policies for BYU and for select risks and exposures at the BYU-Idaho, BYU-Hawaii, and Ensign College campuses.
- Continued working closely with BYU-Hawaii on several specific insurance projects.
- Engaged with BYU Broadcasting on two specific insurance-related projects.



- Coordinated the insurance renewal application process for the Business Travel Accident insurance policy.

### **Other Activities**

- Additionally, the office coordinated and led an ad hoc committee for the purposes of reviewing risk and insurance related exposures and concerns associated with a new automated Independent Contractor Approval process.
- The office also participated in multiple ad hoc sub-groups or sub-committees for the express purpose of revising several key template agreements and university policy.
- Additionally, the office participated in multiple scheduled sessions of the URMIA, 2021 Virtual Spring Conference.
- Financial Assistant Kathy McFarland completed the Employment Law class in the Human Resources Professional Certificate Program through the University of Utah.



## **Risk Management**

*Risk Management is an important business practice, which helps identify, evaluate, analyze, monitor, manage and mitigate the risks and potential risks present in the University's business environment. This includes risks related to BYU physical property, personnel, students, visitors, departments, and volunteers.*

### **Minor Protection Program**

*The Minor Protection Program was assigned to the Risk Management and Safety Department in mid-second quarter of 2020. The following activities were completed during the first quarter of 2021.*

#### **Minor Protection Policy**

The Minor Protection Policy draft was presented and reviewed by the Faculty Advisory Council and policy owners. The draft underwent revisions based on feedback from the Faculty Advisory Council, policy owners, and information received while seeking a data share agreement with the Church Educational System for Ecclesiastical Clearances. These revisions include:

- The definition of the Minor Protection Registration System was adjusted to better reflect its purpose.
- Risk Management is clearly given the responsibility of authorizing adults to interact with minors.
- The Ecclesiastical Clearance requirement was removed from the policy.
- Removal of language associated with Childcare Services on campus

All revisions were reviewed by BYU's Office of the General Council and Risk Management. The revisions were found appropriate for the purpose and scope of the Minor Protection Policy. The draft is ready for review by the Office of Integrity and Compliance.

#### **Minor Protection Registration System**

- Sprint meetings with Risk Management IT were held every two weeks throughout the first quarter. Each meeting provided great progress on the development of the Minor Protection Registration System. The development of the system included testing of the system by users outside of Risk Management. Three members of the Child Protection Compliance Committee agreed to test the system. Valuable feedback was provided and adjustments were made to the system.
- Integration of the Minor Protection Registration System with registrations systems used by Continuing Education, Sports Camps and Human Resources commenced with initial and follow up meetings with BYU OIT. Background work for Data Share Agreements and API developments continued through the quarter. A denied Data Share Agreement request with Church Education System Endorsements resulted in the removal of Ecclesiastical Clearances as a requirement for Authorized Adults.

## **Incidents and Claims Reporting**

*Through BYU's incident reporting website and SharePoint, Risk Management's Incident Services receives reports of general incidents, general injuries, property loss, auto losses, general liability incidents and workers compensation claims. Upon receipt, the incidents are submitted as claims to Church's Risk Management Department (CRMD) through their Global Incident Reporting system. The property loss claims, workers compensation claims, select general liability claims and auto loss claims are adjusted by Sedgwick Claims Management Services, Inc., a contracted third-party claims administration corporation.*

During the first quarter of 2021, the Risk Analyst and Incident Assistants reviewed and processed the following incidents per Riskconnect and Sharepoint:

| <b>INCIDENTS AND CLAIMS<br/>2020 - 2021</b> |                |                |                |                |                    |                |                |                |                |                    |
|---|----------------|----------------|----------------|----------------|--------------------|----------------|----------------|----------------|----------------|--------------------|
| <b>Type of Incident</b>                     | <b>2021 Q1</b> | <b>2021 Q2</b> | <b>2021 Q3</b> | <b>2021 Q4</b> | <b>2021 TOTALS</b> | <b>2020 Q1</b> | <b>2020 Q2</b> | <b>2020 Q3</b> | <b>2020 Q4</b> | <b>2020 TOTALS</b> |
| Auto Prop Dmg                               | 16             | -              | -              | -              | 16                 | 42             | 21             | 26             | 27             | 116                |
| Auto Liability                              | 4              | -              | -              | -              | 4                  | 11             | 4              | 8              | 17             | 40                 |
| EFY   | 0              | -              | -              | -              | 0                  | 0              | 0              | 0              | 0              | 0                  |
| FSY   | 0              | -              | -              | -              | 0                  | 0              | 0              | 0              | 0              | 0                  |
| General Incident                            | 12*            | -              | -              | -              | 12*                | 4*             | 1*             | 6*             | 3*             | 14*                |
| General Injuries                            | 56*            | -              | -              | -              | 56*                | 167*           | 4*             | 39*            | 34*            | 244*               |
| General Liability                           | 4              | -              | -              | -              | 4                  | 2              | 4              | 8              | 2              | 16                 |
| Property-Loss                               | 8              | -              | -              | -              | 8                  | 12             | 12             | 20             | 8              | 52                 |
| Workers Comp                                | 71             | -              | -              | -              | 71                 | 76             | 67             | 70             | 45             | 258                |
| <b>Totals</b>                               | <b>171</b>     | <b>-</b>       | <b>-</b>       | <b>-</b>       | <b>171</b>         | <b>314</b>     | <b>113</b>     | <b>177</b>     | <b>136</b>     | <b>740</b>         |

(\*Per Sharepoint)

(Property-Loss includes PC/PD claims)

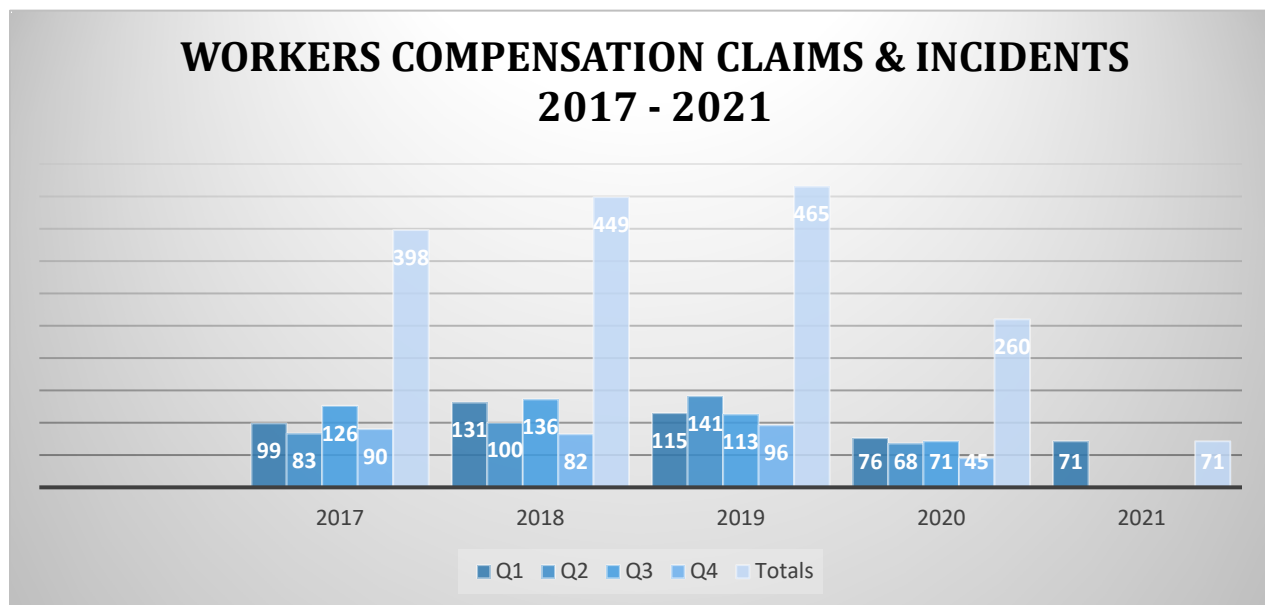
### **Workers' Compensation Incidents & Claims**

In the first quarter of 2021, BYU Risk Management's incident office received 71 workers compensation incidents/claims. This is a .07% decrease from the 76 incident/claims reported in the first quarter of 2020. The average number of incident/claims in the first quarter for the last five years is 98.

The second quarter of 2019 remains the highest number of claims reported (141) in a single quarter for the last five years.

The following workers compensation claims/incident numbers were obtained from Riskconnect.

| Workers Compensation Incidents/Claims<br>2017 - 2021 |     |     |     |    |        |
|--|-----|-----|-----|----|--------|
| YEAR   | Q1  | Q2  | Q3  | Q4 | TOTALS |
| 2017   | 99  | 83  | 126 | 90 | 398    |
| 2018   | 131 | 100 | 136 | 82 | 449    |
| 2019   | 115 | 141 | 113 | 96 | 465    |
| 2020   | 76  | 68  | 71  | 45 | 260    |
| 2021   | 71  | -   | -   | -  | 71     |



### **Risk Assessment & Analysis Services**

Risk Assessment and analysis is a review of policies and practices, contractual risk transfer, facility inspections, risk surveys, staff interviews, gathering and interpreting statistical findings, and providing recommendations.

#### **Event Review and Approval (off and on campus)**

*BYU departments or organizations may submit online event approval requests through [risk.byu.edu](http://risk.byu.edu). Risk Management staff review and assess the event requests and grant contingency approval. A component of that approval includes vetting non-BYU vendors to ensure that they are in good standing and possess appropriate financial resources to honor their indemnification obligations.*

*Event ROL waivers were created for all BYU affiliated departments, organizations, and groups. "Assumption of Risk" language was added to the waivers for all SWELL classes.*



| Type of Request                | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS |
|--------------------------------|---------|---------|---------|---------|-------------|-------------|
| Volunteer Waivers              | 5       | -       | -       | -       | 5           | 13          |
| Liability Release Waivers      | 24      | -       | -       | -       | 24          | 82          |
| Sponsorship Applications       | 0       | -       | -       | -       | 0           | 7           |
| Travel Exceptions              | 15      | -       | -       | -       | 15          | 294         |
| Travel Exception Denials       | 0       | -       | -       | -       | 0           | 0           |
| Unmanned Aircraft System (UAS) | 7       | -       | -       | -       | 7           | 31          |

*Due to the impact of COVID-19 and the restrictions of on-campus events and activities, during the first quarter of 2021, Risk Management Event staff processed the following:*

| Action Processed                         | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS |
|--|---------|---------|---------|---------|-------------|-------------|
| Events Requested                         | 116     | -       | -       | -       | 116         | 293         |
| Events Held                              | 98      | -       | -       | -       | 98          | 266         |
| Events Approved/Cancelled<br>*(COVID-19) | 0       | -       | -       | -       | 0           | 11          |

### **Concussion Protocol**

Prior to first quarter of 2021, the concussion protocol was managed by the Safety Management Department. This responsibility has been transferred to the Risk Management Incident office.

The following paragraphs are excerpts taken from BYU's Concussion and Head Injury Policy (Policy.BYU.edu).

"Brigham Young University recognizes the seriousness of concussions and head injuries and takes seriously its obligation to address concussions and head injuries suffered by individuals participating in university-sponsored sports and other activities. In Utah, the Protection of Athletes with Head Injuries Act requires "amateur sports organizations," which may include the university, to adopt and enforce a concussion and head injury policy.

This policy requires all campus departments to take steps to prevent and address concussions and head injuries in sports and other university activities. This policy shall be made available to all students; parents of minors participating in sports-related university programs; and university faculty members, employees, representatives, and volunteers.

After being suspected of sustaining a concussion or a traumatic head injury, a student or child may not return to any sporting event until the student or child is evaluated by a qualified health care provider and provides the university with a written statement from the qualified health care provider. The written statement must affirm that (1) the provider has, within three years before the

date on which the written statement is made, successfully completed a continuing education course in the evaluation and management of a concussion, and (2) the student or child is cleared to resume participation in the sporting event.”

Upon receipt of notification by the Risk Incident office of an incident confirming a head injury that could have resulted in a concussion, the individual is added to a concussion tracking list. The Risk Incident office sends a notification email to the individual with copies to all relative parties at BYU (e.g., Athletics, Residence Life, Intramurals, Extramurals, Student Wellness, etc.).

Information along with appropriate forms are provided to the individual to assist with obtaining clearance to resume participation in sporting events and activities from a qualified health provider. Once the Incident office receives confirmation of clearance from the health provider, the concussion tracking list is updated accordingly, and notice is sent out to advise the relative parties and the individual.

| CONCUSSION PROTOCOL            |         |         |         |         |             |             |
|--------------------------------|---------|---------|---------|---------|-------------|-------------|
| Action Processed               | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS |
| Head Injury Notifications Sent | 16      | -       | -       | -       | 16          | 83          |
| Head Injuries Cleared          | 33      | -       | -       | -       | 33          | 33          |
| Reminder Notifications Sent    | 99      | -       | -       | -       | 99          | -           |

