



BYU Risk Management and Safety Department 2021 2nd Quarter Report

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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
- Minor 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
- Records Management Advisory Committee
- The Local Emergency Planning Committee
- The University Disability Standards Compliance Committee
- Timely Warning & Emergency Notification Committee
- University Clery Committee
- University Continuity Steering Committee
- University Security and Alarms Committee
- 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

- Utah Emergency Management Association (UEMA) Conference
- 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
- Utah County Health Department meetings, as needed
- Be Ready Utah Webinar

Other Activities

- BYU participation in the Great Shake-Out
- Delivery of Emergency Caches to the BYU Library
- Emergency Preparedness updates for the Campus Directory
- Purchase of CAT Tourniquets for Stop the Bleed Kits
- Distribution of Stop the Bleed kits around campus
- Management of Library Greeters for COVID-19 and the Cougar Ready Program

COVID-19

- Participated in several Policy Group, Incident Command, Incident Management Team, and Emergency Management meetings to discuss policies and proceedings in response to Summer and Fall semesters. Discussions included topics such as BYU media and announcements, online classes, and COVID-19 testing on campus.
- Approx. 171 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. 121 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).
- Trained Extramural staff on how to administer BinaxNow Covid-19 tests and provided supplies for COVID-19 testing.

Programs in Progress

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

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

Environmental Lab

- Updated lab's Chemical Hygiene Plan.
- Responded to BYU Facilities Engineer, Dan Gleeson, regarding a question about regulations for eyewash and safety showers in academic labs.
- Performed performance reviews for 3-student employees to give them a salary increase.

Biological Safety

- Reviewed 5 -Material Transfer Agreements.
- Reviewed and updated a draft Biosafety training module
- Responded to concerns over biohazardous waste disposal in the KMBL.
- Final updates to Biosafety Plan for BSL2 Lab, 1272 KMBL
- Provided Biosafety training for Jacob Nielsen, Dr. Wooley's graduate student,
- Trained CMB personal on BBP and Biosafety. Two separate trainings were needed to accommodate the entire group of student employees.
- Coordinated with Materials Management for a lab cleanout in the CB
- After hours activities:
 - Responded to a 'High Temperature Alarm' in 5138 LSB.
 - Responded to 'Water Alarm' in 1012 LSB.

BSL3 Labs

- Weekly review of Entry Logs from CCure9000 to ensure no security issues were observed.
- Monthly review of BSL3 Suite pressure sensor readings for the 6-labs.
- Worked with Western States Calibrations to calibrate 6-pressure sensors in the BSL3 Suite. Received and reviewed reports.
- Coordinated testing of HEPA filters with BTC Services.
 - Annual testing of 4- HEPA filter banks.
 - Annual calibration of 12-Magnehelic gauges
 - Reviewed reports to ensure data was correct.
- Assisted 2-individuals to acquire CDC approval and gain access to registered BSL3 labs by completing form FD961. Began SRA checklist for both.
- Assisted 3-individuals with non-CDC approval to gain access to the BSL3 Virology Lab.
- Assisted Electric Shop with annual testing of smoke detectors

Bloodborne Pathogens

- Responded to 17 emails regarding BBP training.
- Reviewed and commented on 3-Exposure Control Plans for their annual updates.

IACUC

- Attended 3-meetings
- Attended 2-webinars and reviewed 3-scientific articles dealing with Animal Care regulations

IBC

- Attended 2-meetings
- Responded to questions from 2-new researchers regarding their research activities and what IBC oversight and approvals were needed.
- Reviewed and summarized NIH guidance on planning for emergencies for areas conducting rDNA research. Review focused on determining when reporting incidents relating to a disaster was necessary.

Radiation & Laser Safety

- Representatives of the Utah Division of Waste Management and Radiation Control conducted an on-site radiation program compliance and security evaluation. No security deficiencies were observed. One compliance violation was documented and immediately corrected.
- Completed the annual review of the radioactive materials Security Plan.
- Completed annual Nuclear Materials Management and Safeguards System (NMMSS) reporting.
- Updated a written Local Law Enforcement Agency (LLEA) coordination plan, as required by 10 CFR 37.45.
- Trained three new lab researchers in radiation safety.

COVID-19:

- Responded to question from Dean Barley, BYU Comprehensive Clinic, regarding fall reopening.

Medical Surveillance:

- Assisted 7-individuals needing inclusion into BYU's Medical Surveillance program.
- Received and distributed reports from IHC Workmed
- Contacted Gay Tregaskis several times to ask and respond to questions about the medical surveillance forms.
- Processed invoices from IHC Workmed.

Q2 Additional Highlights:

- Assisted the Environmental Management group by evaluating the condition of unstable chemicals and finding uses for excess chemical reagents.

| Academic Safety Metrics | | | | | | |
|-------------------------------------------------|---------|---------|---------|---------|-------------|-------------|
| No. of Inspections/Tests | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS |
| General Academic Labs | 267 | 269 | - | - | 536 | 25 |
| Safety Equipment Inspections | 91 | 0 | - | - | 91 | 45 |
| Eyewash/Safety Showers | 312 | 225 | - | - | 537 | 121 |
| Unknowns Tested | 7 | 21 | - | - | 28 | 31 |
| Radiation Labs Inspected | 12 | 14 | - | - | 26 | 49 |
| Radiation/Lab Calibrations Tested | 5 | 3 | - | - | 8 | 14 |
| Sealed Source/Leak Checks | 40 | 0 | - | - | 40 | 60 |
| Other Radiation Sources Checked | 15 | 17 | - | - | 32 | 131 |
| Animal Care/Use Areas | 0 | 14 | - | - | 14 | 0 |
| Animal Care Protocols Reviewed | 31 | 26 | - | - | 57 | 89 |
| Animal Care SOPs Reviewed | 2 | 2 | - | - | 4 | 11 |
| Ergonomic Assessments (Academic and Industrial) | 4 | 7 | - | - | 11 | 31 |
| Ergonomic Assessments (Group Presentation) | 1 | 1 | - | - | 2 | - |
| IBC Protocols Reviewed | 2 | 12 | - | - | 14 | 32 |
| IBC Lab Inspections | 3 | 1 | - | - | 4 | 0 |
| BSL3 CDC Plans/SOPs Reviewed | 5 | 0 | - | - | 5 | 37 |
| BSL3 CDC Plans/SOPs Updates | 3 | 0 | - | - | 3 | 4 |
| BSL3 CDC Meetings/Inspections | 0 | 0 | - | - | 0 | 6 |
| BSL3 Exercise Scenarios Created | 0 | 0 | - | - | 0 | 3 |
| BSL3 Exercise Plans/Summaries Created/Updated | 0 | 0 | - | - | 0 | 4 |
| BSL3 Medical Surveillance | 0 | 7 | - | - | 7 | - |
| Blood Borne Pathogen Trainings | 0 | 6 | - | - | 6 | - |
| Blood Borne Pathogen Trainings (Individuals) | 35 | 28 | - | - | 63 | 140 |
| Blood Borne Pathogen Program Reviewed | 0 | 0 | - | - | 0 | - |

ENVIRONMENTAL MANAGEMENT

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

Environmental Management Achievements

- As part of the Security Assessment that was performed by BYU Security for the CMB, two new cameras have been added. One camera views the hallway from the kitchen to the Bio-Hazard Storage room, which also includes a view of the TrakaKey storage box. The second camera has been installed in the Bio-Hazards Storage room. These new cameras offer viewing of two locations that were not previously viewed.
- The 5 to 10-year goals were developed last year by the CMB managers and supervisors. Those goals are continuously being reviewed, revised and ongoing progress is being made. Most recently, the SPCC Technicians have installed barcodes on all SPCC assets. The barcodes may be scanned by an electronic device and the asset can then be pulled up on the electronic device. The old process required scrolling through numerous assets to find the correct one to inspect. This has helped to expedite the process of locating assets for inspection.

Environmental Compliance

- BYU's current Air Quality permit is in the process of being updated to account for several changes that have occurred or will soon occur on campus. These changes include the following:
 - The Crabtree emergency generator will be removed and will not be replaced. For backup power, it will be connected to the new emergency generator at the Central Hearing Plant.
 - A new emergency generator will be installed at the New Music Hall building which is currently under construction. A Best Available Control Technology (BACT) analysis must be performed on this new generator. The BACT must be submitted to the Utah Div. of Air Quality for their review of the modified permit.
 - The existing emergency generator at the Chemicals Management Building will be replaced with a new, more efficient generator. A Best Available Control Technology (BACT) analysis must also be performed on this new generator. This BACT must also be submitted to the Utah Div. of Air Quality for their review of the modified permit.
 - The two 12.1 MMBTU boilers at the University Laundry Building will have their burners replaced, reducing these boilers to 6.0 MMBTU. The change will slightly lower the annual emissions produced by the laundry boilers.
 - Wording for the current Air Quality permit will be revised for the two large boilers. The current wording is too restrictive in how the two large generators may be operated. The new wording will not impact the boiler emissions, but it will allow greater flexibility in how the operators operate the boilers.
- BYU is required to submit an Emissions Inventory report every three years. This report calculates the emissions that were created on the campus from various sources, which include the burning of natural gas and diesel fuel, paint usage, and road salt usage. The two largest contributors of emissions come from nitrogen oxides (NO₂) and from carbon monoxide (CO), which are produced from burning fossil fuels. BYU was below all permit limits for their Air Quality Permit.
- BYU is also required to submit an Annual Sulfur Oxide (SO₂) Emissions report. This report calculates the sulfur oxide emissions created on the campus from burning natural gas and diesel fuel. The sulfur oxide is a fine particulate pollutant that scatters and absorbs sunlight commonly referred to as "haze." The EPA created the Regional Haze Rule in 1999 to reduce particulate matter that reduces visibility at National Parks and wilderness areas. BYU is far below its allowable limit for SO₂.

- The CMB is required to develop a Contingency Plan to handle potential onsite emergencies. This plan identifies several likely scenarios and describes what actions should be taken if these events occur. The plan has been thoroughly updated each year to ensure that the plan meets all current regulatory requirements. The updated Contingency Plan is submitted to BYU police, Provo City HAZMAT (fire), and to the nearest hospital. The Plan is also reviewed with all CMB staff, so they are familiar with its contents. This is an annual requirement.

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 1,318 items. These items included acids, bases, flammable liquids, solid hazardous items, RAD, and biohazardous waste among other items, (e.g., lab packs, mercury, etc.).
- Thirty-two 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.
- 12 lab packs were shipped out for disposal as small waste.
- 18,126 lbs. of four-foot and eight-foot tubes of fluorescent lights were shipped out for disposal.
- 30,326 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.

In addition, over 100 fluorescent lights were improperly disposed of in two Heritage Halls dumpsters. The CMB staff were made aware of this situation and the lights were retrieved from the dumpsters, so they could be properly processed for disposal. Great care and caution were taken by the CMB staff to protect themselves and to be able to collect all the fluorescent lights and respective glass shards from the dumpster.

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 first quarter of 2021.
 - The following assets (> 250, each) fall under the BYU SPCC plan for the monthly inspection criteria. These assets are inspected monthly and have been since the second quarter 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 Pan review and update, as necessary.
 - This Kleinfelder proposal is under review as the work is expected to commence in September 2021.

- Use of the InspectNtrack (INT) app has been fully rolled out and has replaced the Mobile Inspection app for SPCC inspection practices.
 - Approved barcodes have been installed on more than 250 campus assets which are associated with the BYU SPCC Plan and are functional with the INT app.
 - Worked closely with RM IT and facilitated contact with the staff at Wentworth (i.e., developers of INT) to give them updates on the progress we are making.
- Visited the BYU Aspen Grove facility in Provo Canyon to inspect the Spill Prevention Control and Countermeasure assets. During this inspection, our staff identified five additional assets that are not currently listed in the SPCC Plan. These assets include three generators and two fuel storage tanks. As the SPCC Plan is updated in the near future, these assets will be included in the plan.
- Supported the development of emergency action plans (EAP) for the BYU Culinary Support Center (CSC) and the Central Heating Plant (CHP).

WASTE ITEMS PICKED UP FROM CAMPUS LABORATORIES

| Waste Stream | Number of Items Picked Up |
|-----------------------------------------------------|----------------------------------|
| Acids (liquid) | 125 |
| Bases (liquid) | 82 |
| Biohazardous waste | 460 |
| Broken fluorescent light tubes, dirt & misc. debris | 1 |
| Bendable sheets of lead metal covered with foam | 2 |
| Cadaver preserving fluid | 7 |
| Damaged lithium batteries | 29 |
| Debris c/w with beryllium fluoride oil | 4 |
| Gas cylinders | 3 |
| Lab pack items | 34 |
| Solid hazardous waste | 256 |
| Universal waste mercury containing devices | 5 |
| Waste flammable solvents | 310 |
| TOTAL | 1,318 |

55-GALLON DRUMS CONSOLIDATED/SHIPPED

| Waste Stream | Number of Drums Shipped |
|-------------------------------------------------------------|--------------------------------|
| Acids (liquid) | 5 |
| Alkaline batteries | 1 |
| Bases (liquid) | 3 |
| Bendable sheets of lead metal covered with foam (5-gallons) | 2 |
| Cadaver preserving fluid | 1 |
| Solid hazardous waste (cubic yard box) | 3 |
| Waste Flammable Solvents | 17 |
| TOTAL | 32 |

OTHER SMALL WASTE ITEMS SHIPPED OUT FOR DISPOSAL

| Waste Stream | Number of Drums/Items Shipped |
|---------------------|--------------------------------------|
| Lab packs | 12 |
| TOTAL | 12 |

RECYCLING

| Item Type | Weight in Pounds |
|-----------------------|-------------------------|
| Copper ballasts | 176 |
| Electric ballasts | 1,457 |
| Electronic motors | 2 |
| Ferrous-lite iron | 6 |
| Insulated copper wire | 11 |
| TOTAL | 1,652 |

HAZARDOUS WASTE SHIPPED OUT FOR DISPOSAL

| Waste Stream | Weight in Pounds |
|-------------------------------------------------------------|-------------------------|
| Acids (liquid) | 2,162 |
| Bases (liquid) | 1,135 |
| Bendable sheets of lead metal covered with foam (5-gallons) | 44 |
| Cadaver preserving fluid | 268 |
| Labpack items (5-16 gallons) | 78 |
| Solid hazardous waste (cubic yard box) | 1,373 |
| Waste flammable solvents | 7,140 |
| TOTAL | 12,200 |

BIOHAZARD WASTE CONSOLIDATED/SHIPPED

| Waste Stream | Weight in Pounds |
|---------------------|-------------------------|
| Biohazardous waste | 514 |
| TOTAL | 514 |

SHIPPING BOXES FLUORESCENT LIGHT BULBS PACKED/SHIPPED

| Type of Lightbulb | Number of Boxes Shipped |
|--------------------------------------------------------------------------|-------------------------|
| Boxes of four foot – light bulbs | 50 |
| Boxes of eight foot – light bulbs | 2 |
| Boxes for miscellaneous shaped (u-tube, circular, incandescent, halogen) | 20 |
| TOTAL | 72 |

OTHER TYPES OF WASTE SHIPPED OUT FOR DISPOSAL

| Waste Stream | Weight in Pounds |
|------------------------------------------------------------------------------------------|------------------|
| Alkaline batteries | 700 |
| Biohazardous waste | 13,591 |
| Fluorescent light bulbs – four-foot tubes | 3,304 |
| Fluorescent light bulbs – eight-foot tubes | 134 |
| Fluorescent light bulbs – miscellaneous shaped (u-tube, circular, incandescent, halogen) | 1,097 |
| TOTAL | 18,126 |

*****TOTAL WEIGHT (IN POUNDS) OF WASTE ITEMS SHIPPED OUT 30,326**



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 and second quarters of 2021:

| Industrial Hygiene Metrics | | | | | |
|------------------------------------------------------------|-----------|-----------|-----------|-----------|------------------------|
| Respiratory Program | Q1 | Q2 | Q3 | Q4 | 2021 TOTALS |
| Voluntary Fit-tests Performed | 2 | 0 | - | - | 2 |
| Mandatory Fit-tests Performed | 2 | 24 | - | - | 26 |
| New Mandatory Respiratory Users | 2 | 4 | - | - | 6 |
| Times EBA's (Emergency Breathing Apparatus) were Checked | 4 | 30 | - | - | 34 |
| Total Masks Distributed – all kinds (Break down below) | 3,304 | 230 | - | - | 3,534 |
| -Cloth Face Coverings (CFC) Distributed (COVID related) | 11 | 190 | - | - | 201 |
| -N95's Distributed (non-COVID related) | 423 | 20 | - | - | 443 |
| -N95's Distributed (COVID related) | 0 | 20 | - | - | 20 |
| -KN95's Distributed (COVID related) | 2,870 | 0 | - | - | 2,870 |
| Total Mask Inventory – all kinds (Break down below) | 44,254 | 43,747 | - | - | 43,747 |
| -N95 (including V-flex) on hand | 7,313 | 8,343 | - | - | 8,343 |
| -KN95 on hand | 2,511 | 3,234 | - | - | 3,234 |
| -Surgical Mask on hand | 9,150 | 6,950 | - | - | 6,950 |
| -Double layered CFC on hand | 25,280 | 25,220 | - | - | 25,220 |

| Industrial Hygiene Metrics | | | | | |
|-----------------------------------------------------|-----|-----|----|----|-------------|
| Sensors Calibrated & Ventilation Equipment Tested | Q1 | Q2 | Q3 | Q4 | 2021 TOTALS |
| Sensor Calibrations Tested - Total | 141 | 55 | - | - | 196 |
| O2 Sensor Calibrations | 5 | 4 | - | - | 9 |
| Mercury Meter Regeneration | 3 | 2 | - | - | 5 |
| Combustible Gas Sensor Calibrations | 40 | 26 | - | - | 66 |
| Carbon Monoxide Sensor Calibrations | 76 | 19 | - | - | 95 |
| Ammonia Sensor Calibrations | 17 | 2 | - | - | 19 |
| Bacharach Calibrations | - | 2 | | | 2 |
| Ventilation Systems Tested Total (Break down below) | 282 | 261 | - | - | 543 |
| Fume Hoods Tested | 91 | 202 | - | - | 293 |
| Snorkel Hoods Tested | 123 | 9 | - | - | 132 |
| Fixed Local Exhausts Tested | 40 | 36 | - | - | 76 |
| Spray Booths Tested | 8 | 4 | - | - | 12 |
| Vented Flammable Storage Tested | 6 | 3 | - | - | 9 |
| Other Ventilated Systems Tested | 14 | 7 | - | - | 21 |

| Industrial Hygiene Metrics | | | | | |
|--------------------------------------------------|----|-----|----|----|-------------|
| Miscellaneous | Q1 | Q2 | Q3 | Q4 | 2021 TOTALS |
| Confined Spaces Labeled | 0 | 213 | - | - | 213 |
| Departments Tested for Hearing Conservation | 4 | 2 | - | - | 6 |
| Departments Reached out to for Annual Audiograms | 6 | 2 | - | - | 8 |
| Industrial Hygiene Lab Equipment Calibrated | 8 | 4 | - | - | 12 |
| Industrial Hygiene Lab Equipment Purchased | 0 | 0 | - | - | 0 |
| Industrial Hygiene Lab Equipment Repurposed | 0 | 15 | - | - | 15 |
| Times our Lab Equipment has been Borrowed | 7 | 2 | - | - | 9 |

IH Special Projects

- Donated 210 CFC's and/or N95's on campus for COVID-19.
- Worked with the Safety Manager and her team to create and produce a safety training video on proper use of EBA's.
- Update the hydrotesting for the EBA's used around campus to keep them within code.
- Auditing the Mandatory Respirator Program to ensure that those who are enrolled are using the correct respirator and cartridge.
- Added to the rotating schedule of the Gas Sensors Technician the calibration of 19 new Carbon Monoxide sensors in the JFSB parking garage.
- Assisted the CANC in confirming a freon leak in the chillers.
- Freon in the MTC has been recovered and there is a new cooling system.
- Discovered Bacharach sensors do not require calibration. They automatically are calibrated on their purge cycle. Thus, saving the University money in calibration gas and payroll.
- Created 3 instructional videos on how to calibrate:
 - JFSB parking Garage sensors
 - O2 sensor in RB, and
 - How to find all the Altair locations across campus.
- Created 5 "How to" videos of the Industrial Hygiene Lab equipment.
- Researched, purchased, and replaced an expired oxygen sensor in the MultiRae gas detector sensor.
- 15 pieces of equipment were donated to the Public Health/Industrial Hygiene educational department here on campus, including all the appropriate accessories and equipment to run the following:
 - 13 ImpactPro monitors,
 - 1 Toxic Vapor Analyzer,
 - 1 Spirometer, and
- Created an efficient way to clean the Confined Space labeling stencil, saving the department money in time and labor.
- Created and finished WWCD flyers for the Indoor Air Quality and Hazard Communication programs.
- Created a SOP for the Lead Based Paint renewal for employees and firm.
- Created a SOP for the Medical Surveillance Program.
- Organized the Industrial Hygiene Managers Box folder from 109 folders containing approximately 33,000 files. All the files can now be found within 11 folders thus creating a more efficient way to find documents and information.
- Began an inventory of Dynamic Coefficient of Friction measurements on floors of high traffic buildings on campus. IH reached out to the Church Industrial Hygiene group and borrowed an electronic Tribometer to obtain the measurements.
- Hired and trained 3 new student employees.
- Assisted in creating a Lock-Out-Tag-Out operation procedure for 1 machine in the UPB.
- Assisted in 2 ergonomic assessments: one in the JFSB, the other with Police Dispatch.
- Assisted the Academic Safety Officer in locating expired safety checks with eyewash stations around campus. A total of 4 were located by the IH team.

Asbestos Projects

The following buildings/departments were tested or otherwise sampled:

| | | |
|---------------------------------------|--------------------|------|
| MC (air sampling – 4 days of samples) | MC (bulk sampling) | JKB |
| JFSB | KMBL | RB |
| Tunnels in MCKB area | TNRB | HBLL |
| MOA | CB | USB |
| PGEC (Grounds shed) | | |

Other Sampling Includes:

- Mold sampling in the RMB after a flood
- Isoflurane sampling during rodent surgery
- Assisted with lead sampling in a fume hood at the CB



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*

| Industrial Metrics | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS | 2019 TOTALS |
|-------------------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------|------------------------|------------------------|
| RM Online Trainings Completed | 5,435 | 6,328 | - | - | 11,763 | * | 17,086 |
| CPR and First Aid Classes Taught | 12 | 10 | - | - | 22 | 29 | 19 |
| CPR and First Aid Certifications | 56 | 27 | - | - | 83 | 134 | 319 |
| New Online Safety Trainings Created | 24 | 5 | - | - | 29 | 16 | 14 |
| Existing Online Safety Trainings Modified | 23 | 27 | - | - | 50 | 27 | 11 |
| Special Graphic Design Projects | 2 | 3 | - | - | 5 | 20 | 15 |
| Box Truck Practical Exams Conducted | 5 | 3 | - | - | 8 | 2 | 30 |
| Corrective Actions Assigned | 184 | 156 | - | - | 340 | 726 | 1,231 |
| Corrective Actions Completed | 184 | 147 | - | - | 331 | 709 | 1,213 |
| OSHA Work Incidents Investigated | 2 | 6 | - | - | 8 | 14 | 11 |
| Other Work Incidents Investigated | 60 | 40 | - | - | 100 | 177 | 89 |
| DOT Driver Files Managed | 74 | 80 | - | - | 154 | * | 249 |
| New DOT Driver Files Created | 37 | 14 | - | - | 51 | * | 26 |
| VARC Cases Managed | 20 | 35 | - | - | 55 | 149 | 225 |

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

OSHA Reportable and Recordable Injuries

BYU employed approximately 18,267 personnel (full and part-time, including part-time students) who worked an average of 10,478,536 labor hours from January 1, 2021, to June 30, 2021. From the 55 reported workers' compensation injuries in Q2 of 2021, 6 were OSHA reportable and 28 were OSHA recordable (including the 6 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.

| Injury Metrics | 2021 TOTALS | 2020 TOTALS | 2019 TOTALS | 2018 TOTALS | 2017 TOTALS |
|--------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Workers' Comp Injury | 126 | 260 | 465 | 449 | 398 |
| Reportable Count | 8 | 14 | 11 | 0 | 2 |
| Recordable Count | 62 | 127 | 202 | 199 | 177 |
| Lost Time Cases | 15 | 37 | 39 | 35 | 19 |
| Total Days Away | 137 | 572 | 539 | 457 | 281 |
| Restricted Days Cases | 20 | 51 | 87 | 81 | 63 |
| Total Restricted Days | 736 | 2,568 | 2,929 | 3,095 | 2,019 |
| Total Case Incident Rate | 1.18 | 1.19 | 1.80 | 1.79 | 1.6 |
| Lost Time Incident Rate | .28 | .34 | .35 | .31 | .17 |
| Lost Workday Rate | 2.61 | 5.38 | 4.81 | 4.11 | 2.54 |
| Severity Rate | 2.20 | 4.50 | 2.67 | 2.30 | 1.59 |
| Days Away/Restricted | .66 | .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.

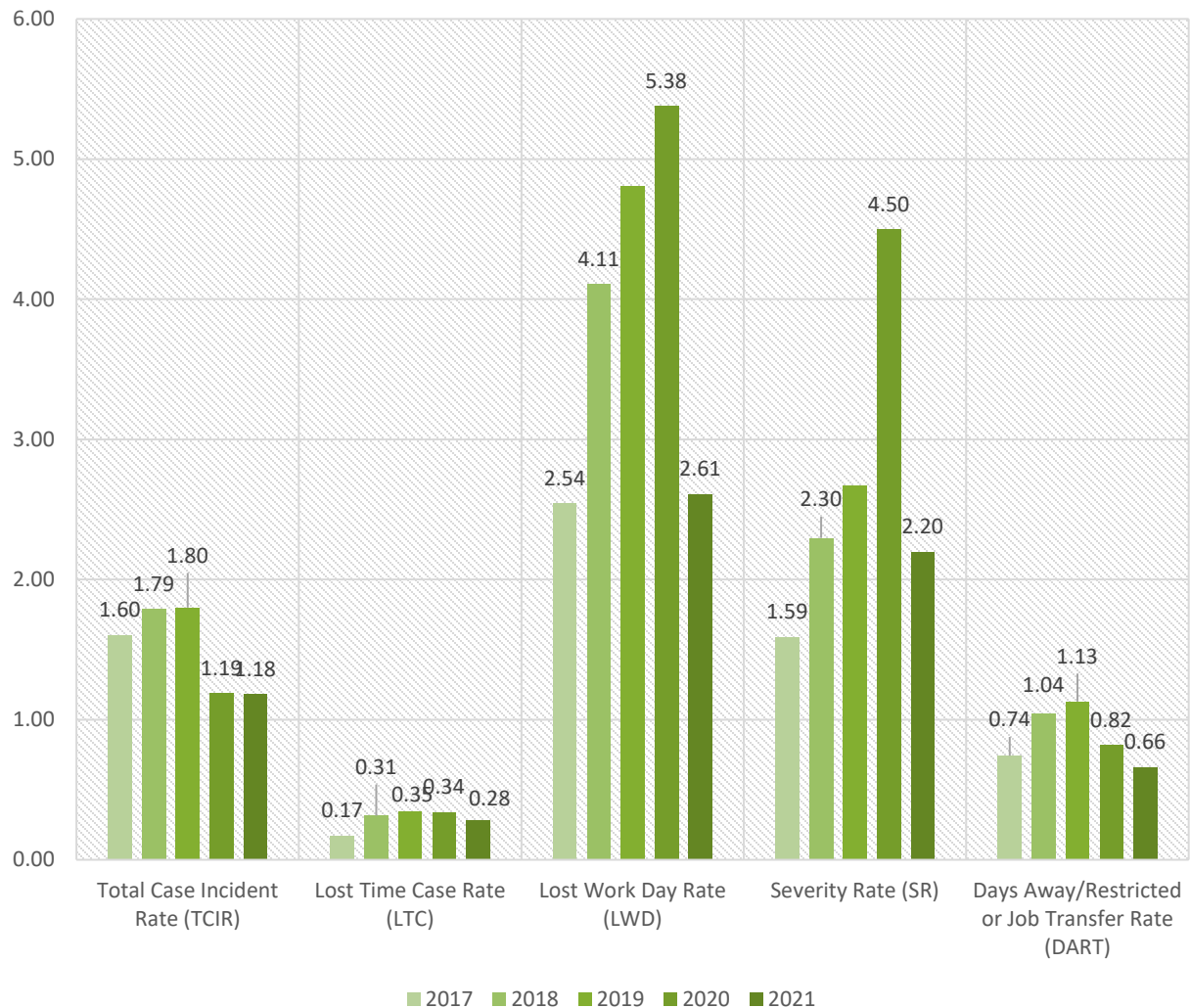
DART Rate (days away/restricted) - the number of recordable incidents per 100 full time employees that resulted in lost or restricted days.



| 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 | 34 | 28 | - | - | 62 |
| TOTALS | 215 | 205 | 207 | 140 | 767 |

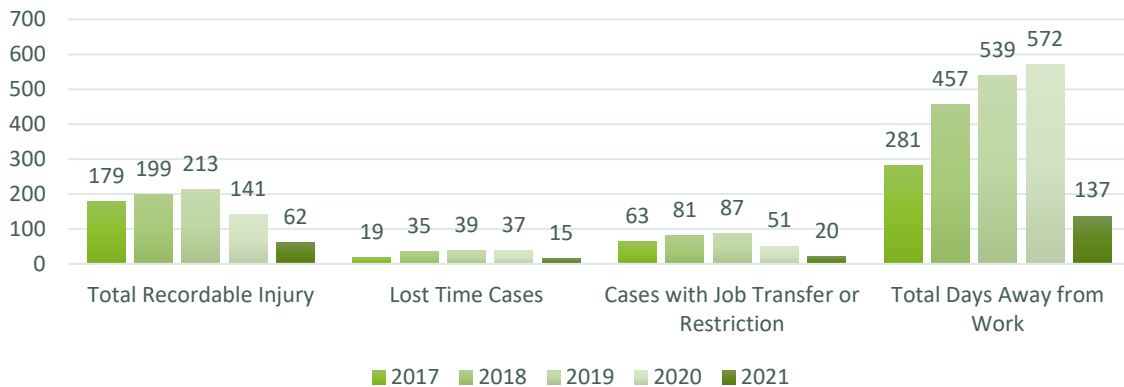


2017-2021 Safety Rate Comparison (Lower is Better)



| 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 | 1.18 | .28 | 2.61 | 2.20 | .66 |

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 | 62 | 15 | 20 | 137 |

2021 OSHA Reportable Injuries

| Department | Date of Injury | Injury Description | Action Taken | OSHA Citation |
|----------------------|----------------|------------------------------|------------------------|---------------|
| Dining Services | 2/26/2021 | Fractured Finger | Internal Investigation | No |
| Physical Facilities | 3/17/2021 | Partial Fingertip Amputation | OSHA Investigation | No |
| Civil Engineering | 4/20/2021 | Fractured Finger | Internal Investigation | No |
| Grounds | 4/29/2021 | Fractured Ankle | Internal Investigation | No |
| Security | 5/28/2021 | Fractured Ankle | Internal Investigation | No |
| Grounds | 6/9/2021 | Fractured Nose | Internal Investigation | No |
| Continuing Education | 6/9/2021 | Fractured Elbow | Internal Investigation | No |
| Building Care | 6/25/2021 | Fractured Toe | Internal Investigation | No |

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 compliant 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

| Type of Injury | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 Totals |
|-----------------------|--------------------|--------------------|--------------------|--------------------|------------------------|
| Recordable Injuries | 34 | 28 | - | - | 62 |
| Days Away Cases | 7 | 8 | - | - | 15 |
| Days Away | 80 | 57 | - | - | 137 |
| Restricted Days Cases | 7 | 13 | - | - | 20 |
| Restricted Days* | 479 | 257 | - | - | 736 |
| Other Recordable** | 20 | 7 | - | - | 27 |

*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.

| Campus Department/Unit | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 Totals |
|------------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------|
| Alumni and External Relations | - | 4 | - | - | 4 |
| Athletics | 1 | - | - | - | 1 |
| BYU Broadcasting | 1 | - | - | - | 1 |
| BYU Security | - | 1 | - | - | 1 |
| BYU Store | 3 | 1 | - | - | 4 |
| College of Chemistry/Biochemistry | - | 1 | - | - | 1 |
| College of Engineering | - | 1 | - | - | 1 |
| College of Fine Arts | 1 | - | - | - | 1 |
| College of Life Sciences | 1 | 1 | - | - | 2 |
| College of Nursing | - | 1 | - | - | 1 |
| Dean's Office of Undergrad Studies | 1 | - | - | - | 1 |
| Department of Continuing Education | - | 1 | - | - | 1 |
| Dining Services | 5 | 1 | - | - | 6 |
| English Language Program | - | 1 | - | - | 1 |
| HBLL | - | 1 | - | - | 1 |
| Physical Facilities | 18 | 11 | - | - | 29 |
| Physical and Math Sciences | 1 | - | - | - | 1 |
| Print and Mail Services | 2 | 1 | - | - | 3 |
| Residence Life | - | 1 | - | - | 1 |
| Special Events | - | 1 | - | - | 1 |
| TOTALS | 34 | 28 | - | - | 62 |

OSHA WC Recordable Injuries by Two Highest Departments

PHYSICAL FACILITIES

| Type of Injury | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 Totals |
|-----------------------|--------------------|--------------------|--------------------|--------------------|------------------------|
| Recordable Injuries | 18 | 11 | - | - | 29 |
| Days Away Cases | 2 | 3 | - | - | 5 |
| Days Away | 19 | 14 | - | - | 33 |
| Restricted Days Cases | 5 | 5 | - | - | 10 |
| Restricted Days* | 237 | 101 | - | - | 338 |
| Other Recordable** | 12 | 3 | - | - | 15 |

OSHA WC Recordable Injuries for Specific Areas within Physical Facilities

| Area | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 Totals |
|-----------------|------------|------------|------------|------------|----------------|
| Building Care | 5 | 4 | - | - | 9 |
| Carpenter Shop | 3 | 1 | - | - | 4 |
| Electrical Shop | 0 | 2 | - | - | 2 |
| Grounds | 5 | 2 | - | - | 7 |
| Mechanical Shop | 2 | 1 | - | - | 3 |
| Paint Shop | 2 | 1 | - | - | 3 |
| Upholstery Shop | 1 | 0 | - | - | 1 |
| TOTALS | 18 | 11 | - | - | 29 |

DINING SERVICES

| Type of Injury | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 Totals |
|-----------------------|------------|------------|------------|------------|----------------|
| Recordable Injuries | 5 | 1 | - | - | 6 |
| Days Away Cases | 2 | 0 | - | - | 2 |
| Days Away | 22 | 0 | - | - | 22 |
| Restricted Days Cases | 1 | 1 | - | - | 2 |
| Restricted Days* | 99 | 7 | - | - | 106 |
| Other Recordable** | 2 | 0 | - | - | 2 |

OSHA WC Recordable Injuries for Specific Areas within Dining Services

| Occupation | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 Totals |
|----------------|------------|------------|------------|------------|----------------|
| Cannon Commons | 1 | - | - | - | 1 |
| Central Stores | 1 | - | - | - | 1 |
| MTC Dining | 0 | 1 | - | - | 1 |
| Retail Dining | 3 | - | - | - | 3 |
| TOTALS | 5 | 1 | - | - | 6 |

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

Q2 2021

| Top 5 Recordable Injury Causes | | |
|---------------------------------------|--------------------------------------|-------------------------------|
| Cause | Number of Recordable Injuries | Percentage of Injuries |
| Slip and Fall | 10 | 35.72 |
| Struck By or Against | 8 | 28.57 |
| Contact With | 6 | 21.43 |
| Caught In, Under, or Between | 3 | 10.71 |
| Lifting | 1 | 3.57 |
| Total | 28 | 100% |

| Top 7 Body Parts Injured in a Recordable Injury | | |
|--------------------------------------------------------|--------------------------------------|-------------------------------|
| Body Part | Number of Recordable Injuries | Percentage of Injuries |
| Finger/Thumb | 6 | 21.43 |
| Ankle | 6 | 21.43 |
| Arm (Elbow, Hand, Wrist) | 5 | 17.86 |
| Leg (Knee, Foot, Toes) | 4 | 14.29 |
| Head | 3 | 10.71 |
| Back | 2 | 7.14 |
| Eye | 2 | 7.14 |
| Total | 28 | 100% |

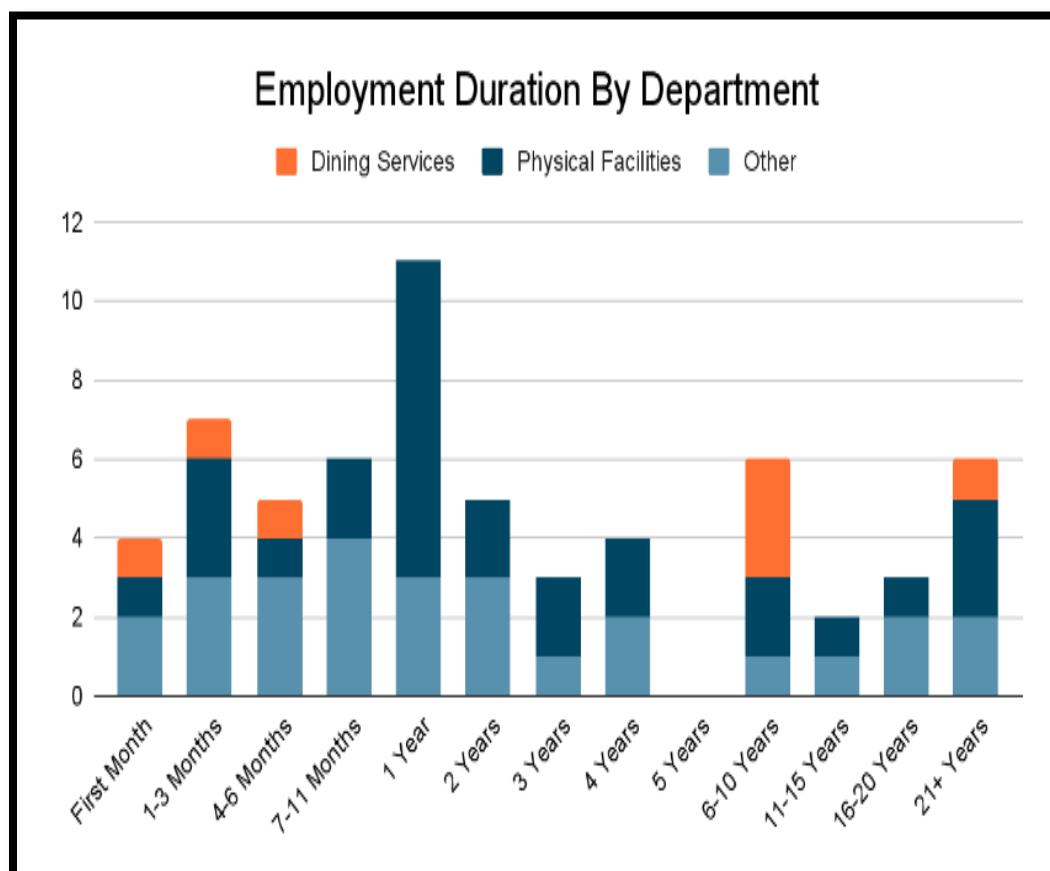
| Top 6 Recordable Injury Types | | |
|--------------------------------------|--------------------------------------|-------------------------------|
| Injury Types | Number of Recordable Injuries | Percentage of Injuries |
| Fracture (Including teeth) | 7 | 25.00 |
| Sprain | 6 | 21.43 |
| Laceration | 4 | 14.29 |
| Strain | 4 | 14.29 |
| Crushing | 3 | 10.71 |
| Other | 4 | 14.29 |
| Total | 28 | 100% |

Employment Duration vs. Injuries

Employment durations are broken down to the two highest injury recorded areas on campus and then the rest of campus, or Other. Durations round down to the nearest year. For example, if an incident occurred at 2 years and 8 months of employment, it was rounded to 2 years. Note that the date range for each bar is not uniform.

Though the employment duration windows are shorter on the left-hand side of the chart, they have similar numbers to those on the right-hand side. This may show that employees are injured more often during the beginning of their employment when they are still learning and getting used to their job tasks. It should also be noted that the employment duration windows on the right side of the chart are longer, though they are not significantly higher than the others.

The highest amount of employee injuries was to those with 1 year of work experience at BYU. None of the 1 Year injuries happened in Dining Services. Dining reported 1 injury to employees in the following duration windows: First Month, 1-3 Months, 4-6 Months, 2 in 6-10 Years, and 21+ Years. Most Physical Facilities injuries occurred in the 1 Year window and injuries to employees in Other were spread out well across the different duration windows. A more detailed analysis of employment duration is included for the three department divisions below as well.



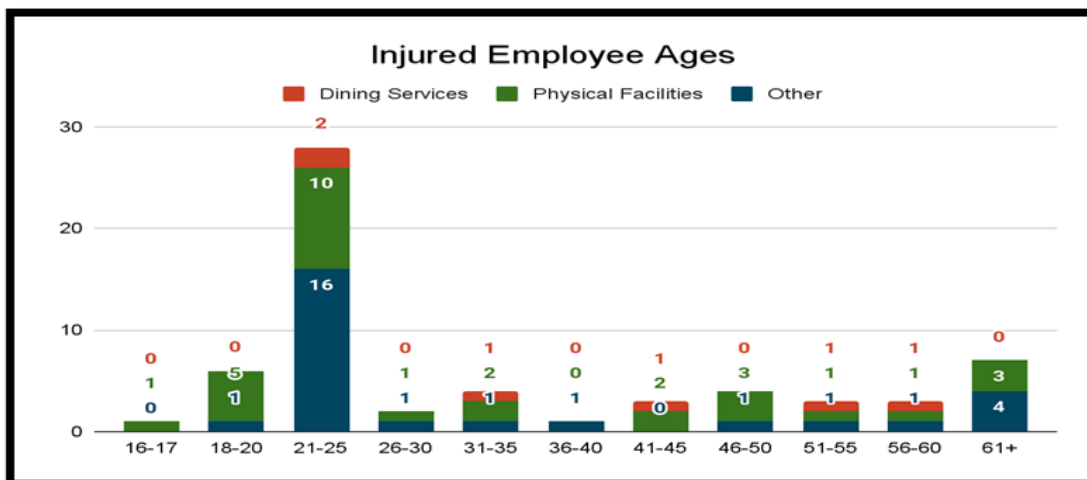
| Employment Duration vs. Injuries | | | | |
|----------------------------------|-----------------|---------------------|--------------|-------|
| Employment Duration | Dining Services | Physical Facilities | Other Depts. | Total |
| First Month | 1 | 1 | 2 | 4 |
| 1-3 Months | 1 | 3 | 3 | 7 |
| 4-6 Months | 1 | 1 | 3 | 5 |
| 7-11 Months | 0 | 2 | 4 | 6 |
| 1 Year | 0 | 8 | 3 | 11 |
| 2 Years | 0 | 2 | 3 | 5 |
| 3 Years | 0 | 2 | 1 | 3 |
| 4 Years | 0 | 2 | 2 | 4 |
| 5 Years | 0 | 0 | 0 | 0 |
| 6-10 Years | 3 | 2 | 1 | 6 |
| 11-15 Years | 0 | 1 | 1 | 2 |
| 16-20 Years | 0 | 1 | 2 | 3 |
| 21+ Years | 1 | 3 | 2 | 6 |

Employee Ages and Recordable Injuries

The age range with the most injuries was 21-25 years old, which had 28 of the 62 injuries, or 45%. The next closest ranges were 61+ years old with 7 injuries and 18-20 years old with 6. The remaining age ranges were fewer and similar to one another. The youngest injured employee was 17 and the oldest was 77. The average age of an injured employee in 2021's first 2 quarters was 33.

When broken down by department divisions, the youngest injured employee in Dining Services was 21, the oldest was 58, and the average age was 38. In Physical Facilities, the youngest was 17, the oldest was 65, and the average age of an injured employee was 33. In the rest of the departments, still labeled as Other, the youngest was 19, the oldest was 77, and the average age was 34.

If they are 11 months or less in age, we have rounded down the age. For example, 23 years and 10 months is rounded down to 23 years, while 23 years and 11 months is rounded up to 24 years.



| Employee Ages and Recordable Injuries | | | | |
|---------------------------------------|-----------------|---------------------|-------|-------|
| Age | Dining Services | Physical Facilities | Other | TOTAL |
| 16-17 | 0 | 1 | 0 | 1 |
| 18-20 | 0 | 5 | 1 | 6 |
| 21-25 | 2 | 10 | 16 | 28 |
| 26-30 | 0 | 1 | 1 | 2 |
| 31-35 | 1 | 2 | 1 | 4 |
| 36-40 | 0 | 0 | 1 | 1 |
| 41-45 | 1 | 2 | 0 | 3 |
| 46-50 | 0 | 3 | 1 | 4 |
| 51-55 | 1 | 1 | 1 | 3 |
| 56-60 | 1 | 1 | 1 | 3 |
| 61+ | 0 | 3 | 4 | 7 |

Restricted Days and Days Away

The injuries with the highest number of combined days away and restricted days are included in a table below. 56% of injuries in quarters 1 and 2 were to students, but most of the incidents listed below are to non-student employees. Those non-student injuries were also to employees with more than 1 year of experience despite most of the injuries happening in the 1-year employment window. Of the 62 recordable injuries, 25 of them did not incur any days away or restricted days (40%), and 75% of the injuries didn't incur days away from work.

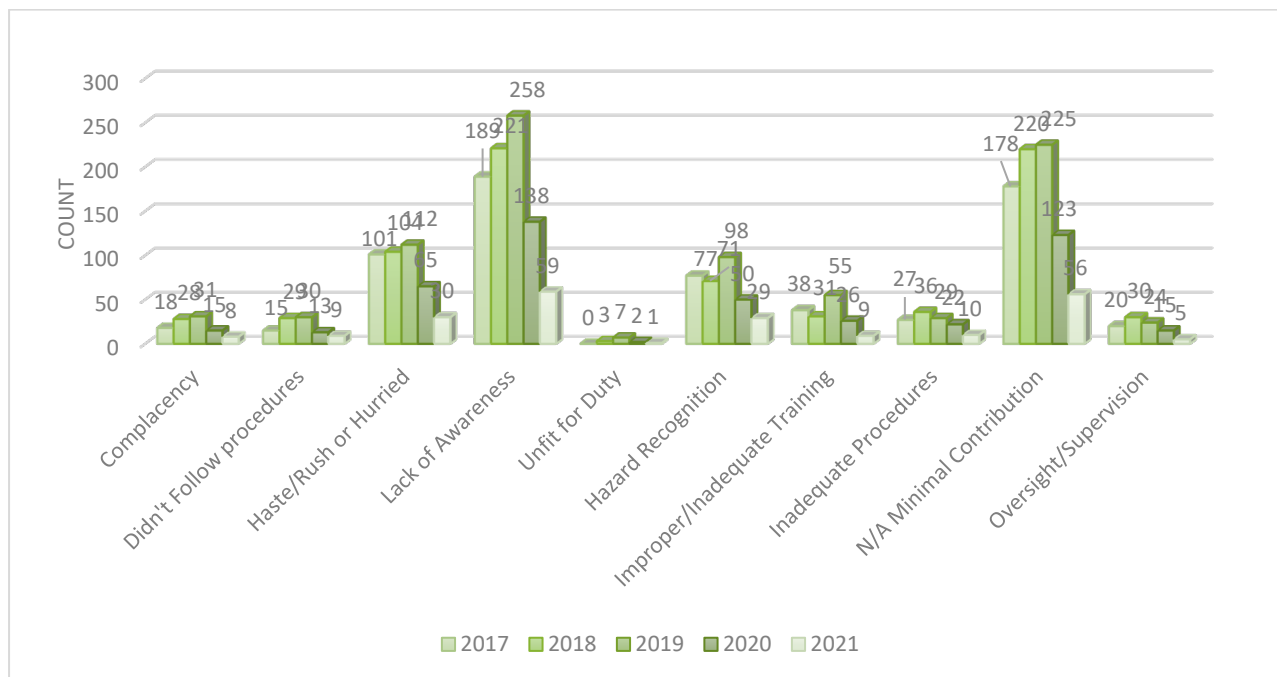
| Employment Status | Age | Employment Duration | Days Away | Restricted Days |
|-------------------|-----|---------------------|-----------|-----------------|
| Student | 24 | 4-6 months | 35 | 56 |
| Non-student | 44 | 3 years | 18 | 60 |
| Non-student | 34 | 7 years | 18 | 50 |
| Non-student | 65 | 15 years | 0 | 68 |

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 | 55 | - | - | 120 |
| Management Systems | 65 | 55 | - | - | 120 |
| Environmental Systems | 26 | 24 | - | - | 50 |
| Tools/Equipment | 17 | 10 | - | - | 27 |
| Other | 11 | 12 | - | - | 23 |

In addition to the Types of Corrective Actions established, several other contributing factors were identified. In quarter 2, 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 |
|------------------------------|-------------|-------------|-------------|-------------|-------------|
| Complacency | 18 | 28 | 31 | 15 | 8 |
| Did Not Follow Procedures | 15 | 29 | 30 | 13 | 9 |
| Haste/Rush or Hurried | 101 | 104 | 112 | 65 | 30 |
| Lack of Awareness | 189 | 221 | 258 | 138 | 59 |
| Unfit for Duty | 0 | 3 | 7 | 2 | 1 |
| Hazard Recognition | 77 | 71 | 98 | 50 | 29 |
| Improper/Inadequate Training | 38 | 31 | 55 | 26 | 9 |
| Inadequate Procedures | 27 | 36 | 29 | 22 | 10 |
| N/A Minimal Contribution | 178 | 220 | 225 | 123 | 56 |
| Oversight/Supervision | 20 | 30 | 24 | 15 | 5 |

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 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS | 2019 TOTALS | 2018 TOTALS |
| Incidents | 21 | 35 | - | - | 56 | 120 | 225 | 203 |
| Preventable | 14 | 25 | - | - | 39 | 83 | 136 | 99 |
| Non-Preventable | 5 | 6 | - | - | 11 | 33 | 59 | 32 |
| Not Applicable | 2 | 4 | - | - | 6 | 5 | 30 | 71 |
| Cause=Backing | 6 | 12 | - | - | 18 | 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 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS | 2019 TOTALS | 2018 TOTALS | 2017 TOTALS |
|---------------------|------------|------------|------------|------------|----------------|----------------|----------------|----------------|----------------|
| DOT Stops | 0 | 0 | - | - | 0 | 0 | 0 | 5 | 3 |
| Violations | 0 | 0 | - | - | 0 | 0 | 0 | 3 | 2 |
| OOS | 0 | 0 | - | - | 0 | 0 | 0 | 0 | 0 |
| Citations to BYU | 0 | 0 | - | - | 0 | 0 | 0 | 0 | 0 |
| Citations to Driver | 0 | 0 | - | - | 0 | 0 | 0 | 0 | 0 |
| DOT Crashes | 0 | 0 | - | - | 0 | 0 | 0 | 0 | 0 |
| DOT Reportable | 0 | 0 | - | - | 0 | 0 | 0 | 0 | 0 |
| DOT Audit | 0 | 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.

Fire Marshal's Report

Items of Interest:

- Second quarter 2021 found us with the loss of two student employees and a search for more help. We were successful in hiring two new student employees who are both great additions to our team and eager to learn. We also hired a new $\frac{3}{4}$ time employee who also works fulltime with Saratoga Springs Fire department and brings a great deal of knowledge and excitement for the job here on campus.
- With our new employees and others needing the NFPA 10 certification for inspecting and testing the fire extinguishers on campus, we scheduled a test with the State Fire Marshal's Office, and I'm proud to say that we now have four new certified employees able to help with inspecting and maintaining the fire extinguishers on campus.
- We have been working rigorously, repairing old equipment, and installing other items in our fire extinguisher shop to make it a safe and functional location for testing and charging our fire extinguishers. In order to do so, we have done the following:
 - Ordered missing parts for the ABC powder hopper
 - Facilities installed a compressed air line that will now make it possible to operate the hydro-machine and hopper
 - Facilities installed a new hose bib making it possible to feed the needed water to our hydro-machines
 - Shelving was repaired and additional shelving installed
 - New electrical outlets have been requested and we are awaiting approval
 - We are looking forward to the installation of a new soap and paper towel dispenser
- As you can see, we are extremely proud of the hard work and modification of our fire extinguisher shop, which is very close to becoming a reality. All credit goes to our student employees; they have put in a lot of time and work into this project. I would also like to thank our office and facilities for their support and for always being willing to help.

BYU Hawaii Inspection:

- I had the opportunity of traveling to Hawaii to join in the effort of inspecting the life safety systems on BYU Hawaii's campus. The individuals whom I worked with are extraordinary and share the same goal and purpose of creating a safe learning environment for the amazing campus. Listed below are some of the items that were included during the inspection.
 - Inspection of all fire extinguishers
 - Inspection of the fire sprinkler systems
 - Inspection of the fire alarm systems
 - Inspection of the exiting components, including exit signs, lighting and corridors
 - Inspection of electrical components
- The inspection of BYU Hawaii's campus was a great success and, once again, the individuals that I worked with were very knowledgeable and kind. I'm currently working on a comprehensive report for BYU Hawaii to use in helping their efforts with safety on campus.

FM Global:

FM Global arrived on campus for their annual fire safety inspection. We spent a full week with their representative going through several buildings here on campus. FM Global has been very good to work with in making recommendations on how we can make changes or corrections to our life safety systems on campus. FM Global also reviews their previous recommendations and the progress that has been made in making changes or corrections to our systems and buildings on campus. We are building a great relationship with FM Global regarding life and building safety. Throughout the year FM Global will be making more visits to campus properties including the MTC and Aspen Grove.

Freedom Festival:

The preparation for the Freedom Festival began in April with meetings and pre-planning for the events surrounding the event, including the Stadium of Fire. We met multiple times with the group in charge of producing the Stadium of Fire. This provided us with the opportunity to meet with the various groups involved, including the fireworks company, staging and engineering, and other groups that we would be working with, as well as determining where we would be performing safety inspections. At the end of the second quarter, we began inspections for the Stadium of Fire. This included daily inspections of the fireworks, stage, fuel, trailers, and vehicles used for the event.

Fire Safety and Extinguisher Training:

We held one fire extinguisher class in the second quarter with 60 individuals attending. Our student fire technicians took the lead on this training and as always, did a great job.



Life Safety Systems & Special Events

| Life Safety Systems <i>A physical inspection of equipment and systems designed to help protect building occupants during fires and other emergencies.</i> | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|--------------------|
| Descriptions | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS |
| Fire Extinguishers Inspected | 1,258 | 1,127 | - | - | 2,385 |
| Fire Department Connection Inspections | 133 | 133 | - | - | 266 |
| Fire Sprinkler Control Valve Inspections | 795 | 795 | - | - | 1590 |
| Fire Hydrants Inspected | - | 105 | - | - | 105 |

- 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 <i>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.</i> | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|--------------------|--------------------|
| Special Events | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALs | 2020 TOTALS |
| Events Covered | 60 | 23 | - | - | 83 | 99 |
| Event Shifts | 65 | 29 | - | - | 94 | 150 |
| Labor Hours | 317.75 | 116 | - | - | 433.75 | 636.5 |

| Hot Work Permits/Inspections <i>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.</i> | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|--------------------|--------------------|
| Descriptions | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS |
| Temporary hot work permits issued | 6 | 59 | - | - | 65 | 73 |
| Permanent site inspections | 48 | 48 | - | - | 96 | 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 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS |
|----------------------------------------|------------|------------|------------|------------|----------------|----------------|
| Whole Building Fire Safety Inspections | 12 | 6 | - | - | 18 | 80 |
| Fire Safety/Fire Extinguisher Training | 1 | 1* | - | - | 2 | 7 |
| Plan Reviews | 10 | 2 | - | - | 12 | 17 |
| Spot Inspections | 32 | 41 | - | - | 73 | 57 |
| Student Housing Fire Drills | 37 | 33 | - | - | 70 | 37 |
| Fire Alarms Reviewed | - | 90** | - | - | 90 | - |

*(Total of 60 students)

** (Student housing)



INFORMATION TECHNOLOGY

The Information Technology area provides focused attention to the IT needs of the Office of the General Counsel, 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.

Accessibility

Approximately 300 pages were made accessible across 58 documents.

Minor Protection Website and Application

The Minor Protection Website was completed and officially put into production:

<https://minorprotection.byu.edu>. Several aspects changed entirely, including the menus, navigation, and content.

The registration app also went into production: <https://minorprotectionregistration.byu.edu>. We also made several changes to the wizard using user feedback. The Church denied our request for access to ecclesiastical endorsements because that is only to be used for hiring. Consequently, that requirement and logic was removed from the policy and the app.

OIT completed the first versions of the APIs needed to get the list of staff who are working certain ConEd and Athletics events. We also began working on the integration with the Absorb API from where to extract training dates for the Child Protection training.

Risk Website

Work continued with the safety group on the new supervisor training resource pages. We improved the environmental landing page in conjunction with that group, created a “What We Do” page that helps the campus community learn about Risk Management, consistently formatted all our FAQs, improved the fire content, tested the site on mobile devices and made several changes improving the mobile experience, and dozens of other small improvements.

Litigation Site – Financials

On the financial module, the attorney is automatically set when a new invoice is created.

On his own, Carson Buttars created the initial migration of the Litigation features and a 40+ step process to import the data from AWS into Mendix. To appreciate the speed of this work, the initial AWS version took three student developers 6-7 months to complete and then a single developer the next 12+ months (part time) improving it. It did not require an import process. It is currently in acceptance waiting for more improvements in Q3 before a production roll-out and final import.

Audit Request Manager

We continued working on an approval process. Currently in acceptance, ICO can select a set of requests and auto-generate an email from a template. Then they can edit the details before sending the email to the steward and custodians. They can see the response status and review the steward responses.

OGC Website

We're working on a new OGC website using Brightspot. Much of the initial work was completed by Nate Walton's group last year. In this quarter, we removed pages and content that are no longer relevant and updated all the staff bio pages.

Policy Website

We added a feature where the policy URLs are the name of the policy rather than "index.php?id=###". This improves readability of the links when embedded in outside sources. It's in staging currently waiting for approval to roll into production.

Pickup Requests / Workload

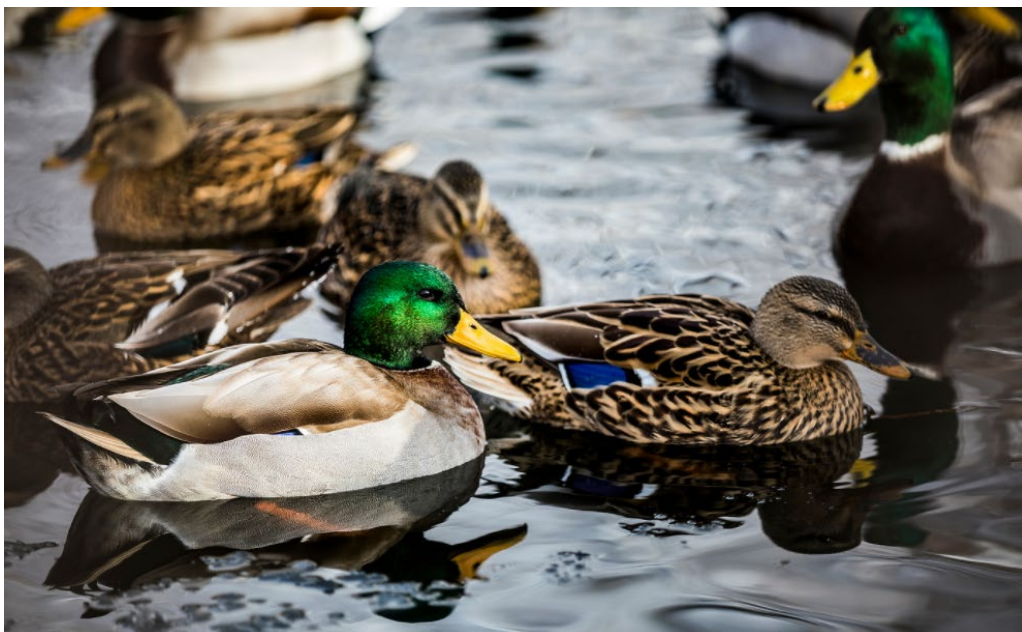
We created a high hazard notification feature on the workload list where the hazardous waste staff see a flag for which pickups may have items of a higher concern to management.

Equipment Audit

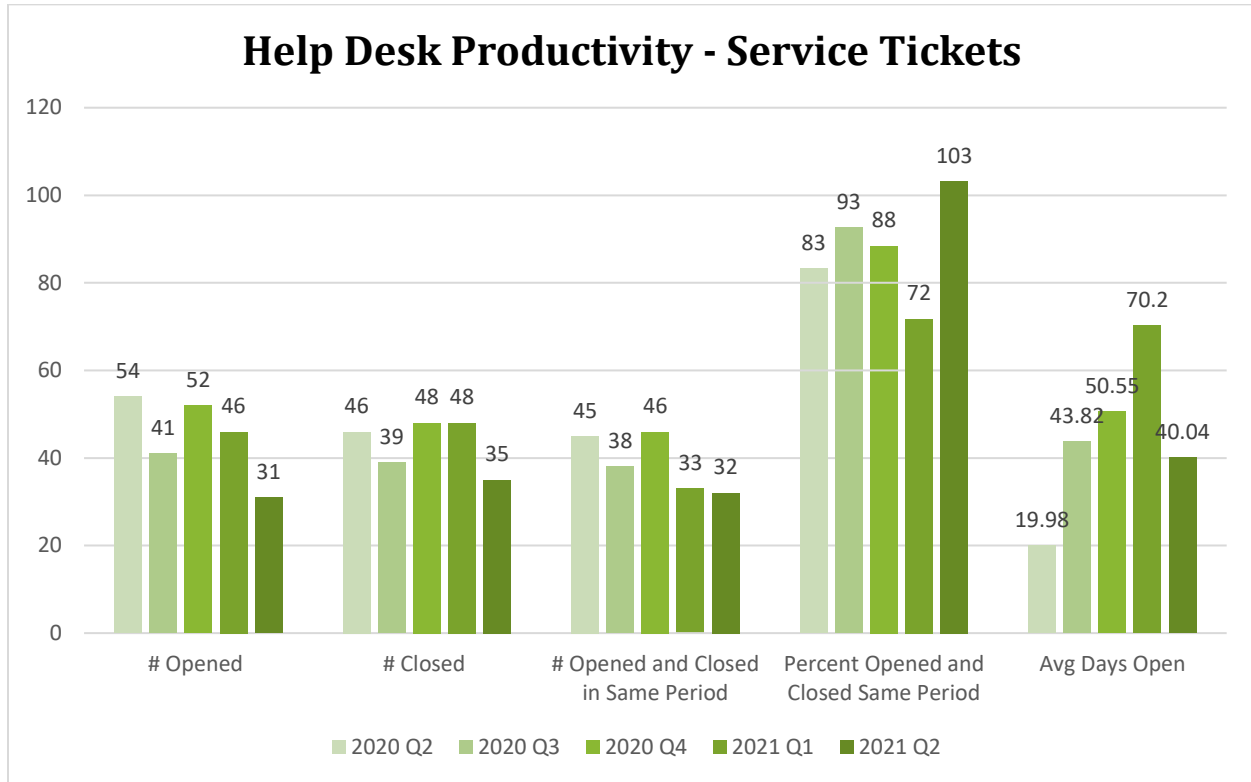
CSRs audited all the Risk and most of the OGC on-campus equipment. We added a scanner feature to the software that cut the time dramatically. Where it used to require several minutes per device, it took seconds.

FileMaker Migration to Mendix

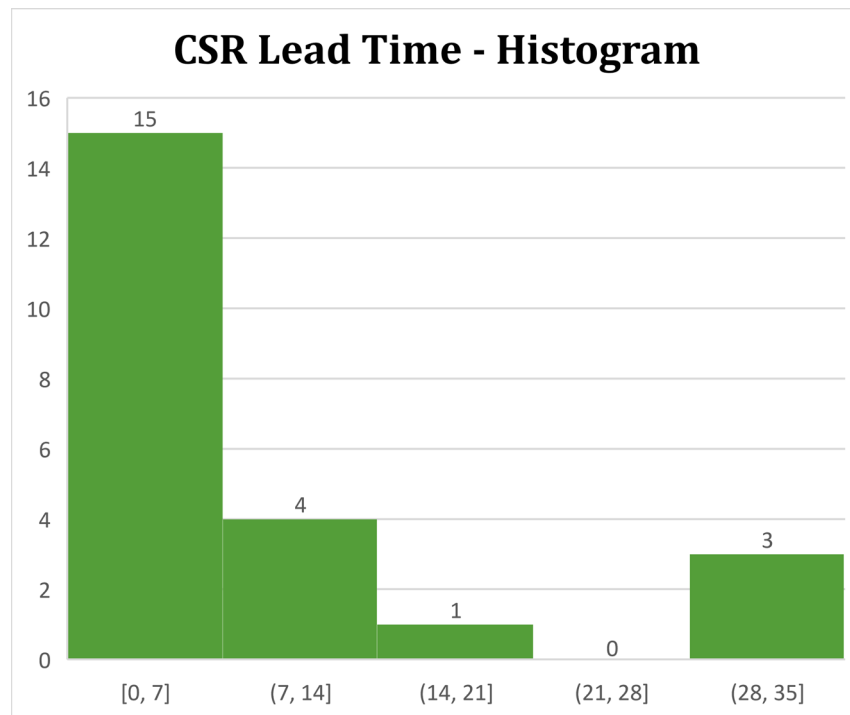
We created a Mendix app called "Risk Apps" which will house our smaller forms and applications. The Lab Sign module was nearly completed. It needs the printable PDF and acceptance testing. We also created a module for the IH-related databases, created a backlog, and began the conversion work.



METRICS

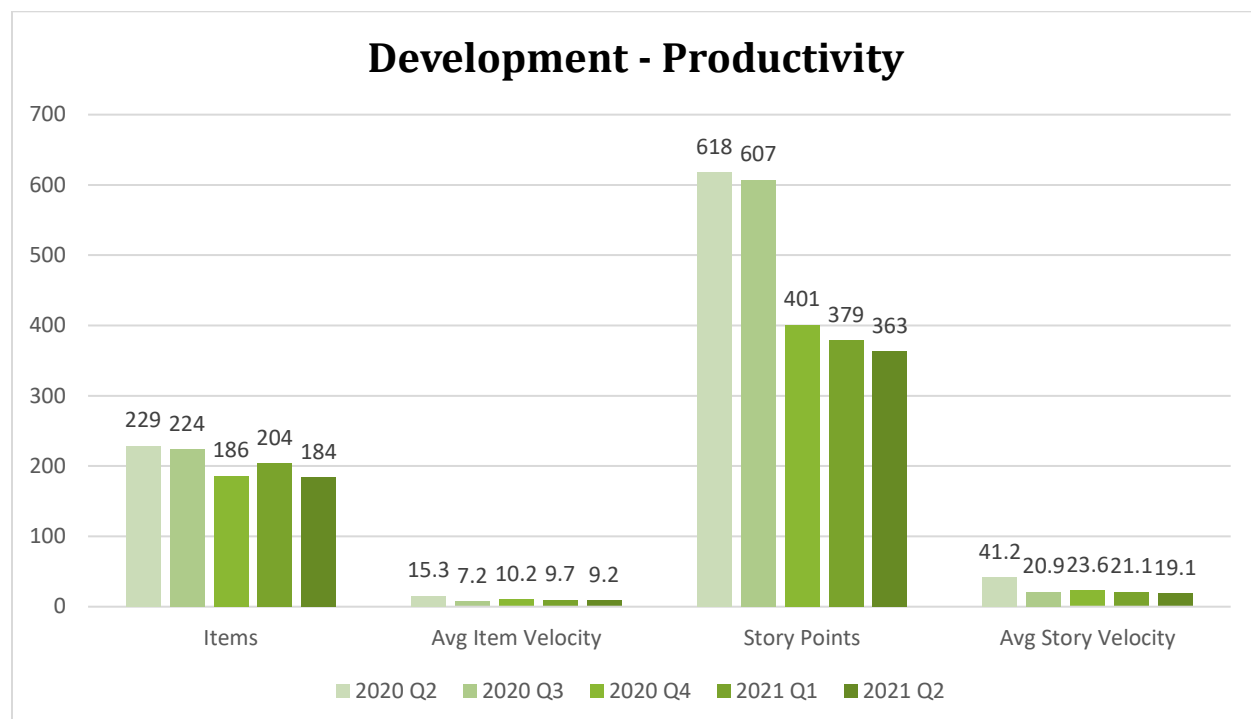


| Help Desk Productivity – Service Tickets | | | | | |
|------------------------------------------|----------|----------|----------------------------------------|----------------------------------------------|-------------------|
| Descriptions | # Opened | # Closed | # Opened and Closed in the Same 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 |
| 2021 Q2 | 31 | 35 | 32 | 103 | 40.04 |



| CSR Lead Time - Histogram | |
|----------------------------------------|--------------------------|
| Days From Initial Notice to Resolution | Number of Resolved Items |
| 0-7 | 15 |
| 7-14 | 4 |
| 14-21 | 1 |
| 21-28 | 0 |
| 28-35 | 3 |

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



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 |
| 2021 Q1 | 204 | 9.7 | 379 | 21.1 |
| 2021 Q2 | 184 | 9.2 | 363 | 19.1 |



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.

| Certificates of Insurance | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS | 2019 TOTALS |
|----------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------|------------------------|------------------------|
| Issued by BYU | 21 | 29 | - | - | 50 | 113 | 224 |
| Received/Reviewed by BYU | 200 | * | - | - | 200 | 76 | * |

*Information is unavailable

| Contracts Reviewed for BYU – Year-over-Year Comparison | | | | | | |
|---------------------------------------------------------------|--------------------|--------------------|--------------------|------------------------|------------------------|------------------------|
| 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS | 2019 TOTALS |
| 115 | 142* | - | - | 257 | 459** | 658 |

*Including review and revision of contracts

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

Insurance & Financial Related Items

- We successfully negotiated terms for the renewal of the Business Travel Accident insurance policy that provides coverage to business travelers at the three BYU institutions. We were able to construct renewal pricing terms that were much more favorable than the expiring policy terms.
- Financial Assistant Kathy McFarland completed the PROED 305-002 Policies and Procedures for Human Resources through the Human Resources Professional Certificate Program at 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 revised Minor Protection Policy was presented to the BYU President's Council in May 2021. The council voted to accept the revisions, including the name change from Child Protection to Minor Protection on May 17, 2021. On May 25, 2021, YNews included an article highlighting the Minor Protection Policy. That article also highlighted the Minor Protection Registration App, as well as the BYU Minor Protection Website. The Office of Integrity and Compliance also released multiple emails to compliance coordinators, deans and directors notifying them of the revised policy and encouraging review of the policy.

Minor Protection Website and Registration App

Along with the acceptance of the Minor Protection Policy, the BYU Minor Protection website and Minor Protection Registration App were released. The BYU Minor Protection website features sections focused on parent/guardian information, program requirements and requirements and guidelines for authorized adults. The website provides easily accessible definitions from the BYU Minor Protection Policy allowing the reader to better apply the requirements and guidelines of the policy. The website also has links in multiple locations to Minor Protection training and the Minor Protection Registration App.

The Minor Protection Registration App was accessed and used immediately after becoming live. During May and June approximately 25 programs were registered. After completion of background checks and training, approximately 250 adults listed in the programs were verified by Risk Management and Safety.



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. 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 | 0 | - | - | 5 | 13 |
| Liability Release Waivers | 24 | 95 | - | - | 119 | 82 |
| Sponsorship Applications | 0 | 0 | - | - | 0 | 7 |
| Travel Exceptions | 15 | 31 | - | - | 46 | 294 |
| Travel Exception Denials | 0 | 1 | - | - | 1 | 0 |
| Unmanned Aircraft System (UAS) | 7 | 5 | - | - | 12 | 31 |

Due to the impact of COVID-19 and the restrictions of on-campus events and activities, during the second 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 | 121 | - | - | 237 | 293 |
| Events Held | 98 | 78 | - | - | 176 | 266 |
| Events Approved/Cancelled *(COVID-19) | 0 | - | - | - | 0 | 11 |

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

| INCIDENTS AND CLAIMS | | | | | | | | | | |
|-----------------------------|----------------|----------------|----------------|----------------|--------------------|----------------|----------------|----------------|----------------|--------------------|
| 2020 - 2021 | | | | | | | | | | |
| Type of Incident | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 Q1 | 2020 Q2 | 2020 Q3 | 2020 Q4 | 2020 TOTALS |
| Auto Prop Dmg | 16 | 40 | - | - | 56 | 42 | 21 | 26 | 27 | 116 |
| Auto Liability | 4 | 7 | - | - | 11 | 11 | 4 | 8 | 17 | 40 |
| EFY | 0 | 4* | - | - | 4 | 0 | 0 | 0 | 0 | 0 |
| General Incident | 12* | 5* | - | - | 17* | 4* | 1* | 6* | 3* | 14* |
| General Injuries | 56* | 50* | - | - | 106* | 167* | 4* | 39* | 34* | 244* |
| General Liability | 4 | 2 | - | - | 6 | 2 | 4 | 8 | 2 | 16 |
| Property-Loss | 8 | 6 | - | - | 14 | 12 | 12 | 20 | 8 | 52 |
| Workers Comp | 71 | 55 | - | - | 126 | 76 | 68 | 71 | 45 | 260 |
| Totals | 171 | 169 | - | - | 340 | 314 | 113 | 177 | 136 | 740 |

(*Per Sharepoint)

(Property-Loss includes PC/PD claims)

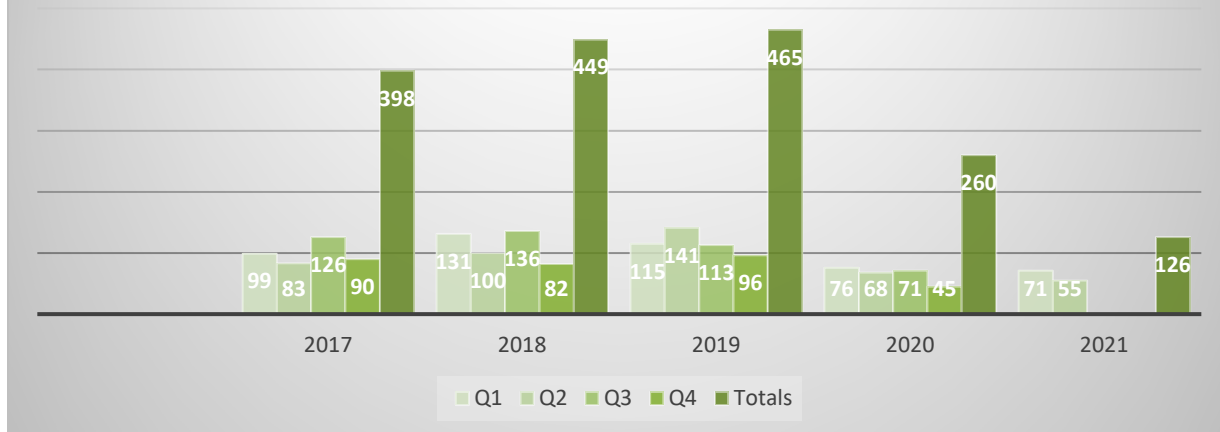
Workers' Compensation Incidents & Claims

In the second quarter of 2021, BYU Risk Management's incident office received 55 workers compensation incidents/claims. This is a .20% decrease from the 68 incident/claims reported in the first quarter of 2020. The average number of incident/claims in the second quarter for the last five years is 89.

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 CLAIMS & INCIDENTS 2017 - 2021



Workers Compensation Incidents/Claims 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 | 55 | - | - | 126 |

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.

In the second quarter 2021, 14 head injury notifications were sent for a total of 30 notifications sent for first and second quarters of 2021. In addition, 11 head injuries were cleared for a total of 44 for the year.

| Concussion Protocol | | | | | | |
|--------------------------------|--------------------|--------------------|--------------------|--------------------|------------------------|------------------------|
| Action Processed | 2021 Q1 | 2021 Q2 | 2021 Q3 | 2021 Q4 | 2021 TOTALS | 2020 TOTALS |
| Head Injury Notifications Sent | 16 | 14 | - | - | 30 | 83 |
| Head Injuries Cleared | 33 | 11 | - | - | 44 | 33 |
| Reminder Notifications Sent | 99 | 0 | - | - | 99 | - |

