



**State of Oklahoma
Office of Management and Enterprise Services
Policies and Procedures**

Risk Management

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Last Reviewed: 02/25/2019	Replaces Policy Number: OSEEGIB 513; EGID-005
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Approved By: Dana Webb, as Designee of OMES Director John Budd	Approval Date: 02/25/2019

Policy

Each division within OMES shall be assigned a Risk Management coordinator. The Risk Management coordinator is responsible for supervising and managing the division’s risk management programs and to serve as the contact person for all OMES Risk Management issues. (Title 74 O. S. Section 85.58A et seq.)

Purpose

- To protect the assets of the State against any loss with the potential to significantly impact the Division’s operating budget.
- To implement measures developed to eliminate or significantly minimize injury to employees, the general public, and to the State’s property and/or assets.
- To implement programs, policies and procedures which ensure continuity of services to citizens of the State of Oklahoma.
- To achieve these goals in an effective, economical and quality manner.

Implementation

Incident Scene Management

The Risk Management coordinator is responsible for ensuring the proper steps are taken at the scene of any liability incident to secure the safety of persons and/or property. Each employee is responsible for promptly reporting any potential liability incident to their supervisor or to the division Risk Management coordinator. Each employee is responsible for notifying the

division/office complex security office or the appropriate law enforcement agency responsible for the area where the incident occurred.

Reporting Vehicle Liability Incidents

1. When an employee is involved in an incident while operating a vehicle on state business, the employee shall immediately notify the nearest security office or law enforcement officer.
2. The employee operating the vehicle shall remain at the scene until the completion of all processes required by law, unless injuries are sustained which require treatment or other extenuating circumstances exist that prevent the employee operating the vehicle from remaining at the scene.
3. The employee operating the vehicle shall fill out an In Case of Accident form located in the glove compartment or another designated location in all vehicles. The completed form shall be submitted to the division's Risk Management coordinator. The Risk Management coordinator shall fill out a Standard Liability Incident Report form and both forms shall be forwarded to OMES Risk Management immediately after the Risk Management coordinator has performed a complete investigation of the incident.
4. An incident involving a fatality, personal injury or property damage must be reported immediately to the OMES Risk Management. An answering service, at 405-521-4999, is available 24 hours a day, seven days a week. This number is also located on the In Case of Accident form.

Statement by the Parties Involved

An employee whose conduct or performance is questionable in a liability incident shall be required to cooperate in good faith with the defense of any claim presented in connection with the incident. An employee who is involved in or a witness to a liability incident should not make any statements concerning the assumption of liability. Provide only the information required by the authorities during their investigation. The employee shall not sign any statement except as required by the individual's employer, authorized legal counsel, OMES Risk Management, or any law enforcement authority investigating the incident.

Investigation

The Risk Management coordinator will make sure each liability incident is promptly and thoroughly investigated. The investigation shall include the identities of all possible claimants and witnesses. A description of the event including the date, time and location shall be provided. An estimate of the amount of damages shall be calculated.

Record Keeping

- The Risk Management coordinator shall keep original records, readily retrievable by date, location of incident and name of parties involved.
- The Risk Management coordinator shall notify the OMES Risk Management by telephone the next working day following the date of the incident.

- The Risk Management coordinator shall complete and send a Standard Liability Incident Report form to OMES Risk Management. All other information available regarding the liability incident shall also be sent to OMES Risk Management.

Training and Notices

The Risk Management coordinator shall make adequate provisions for training and notifying all department employees regarding their responsibilities under the OMES Risk Management Program.

Coordination with OMES Risk Management

The Risk Management coordinator is the primary facilitator for the department, the State of Oklahoma Risk Management Division, and when necessary, the legal counsel. The Risk Management coordinator is the primary contact for arranging meetings, investigations, record reviews and other activities with OMES Risk Management.