How to Play it Safe
A Risk Management Guide for Engaged Learning Participants

Office of Risk Management
and Office of Legal Affairs
You’ve Got a Project…Now What?

At this point, you have

• Established project objectives & deadlines
• Found a mentor
• Received approval

But, have you considered everything?
For Example…

For your project, you want to build self-decomposing outdoor latrine in Taos, New Mexico for SMU-in-Taos students and faculty to use on archeological dig sites.

What are some risks that you need to plan for while implementing this project?

Think about this as we continue.
Types of Risks You Might Encounter

- Travel
- Health
- Environmental
- Ethical
- Crime
- Contractual
Travel- Domestic and International

- Register all international travel with SMU Abroad and Risk Management Abroad
  - Review cultural differences
  - Be aware of laws of foreign countries
  - Be alert to surroundings, i.e. pickpockets, etc.
  - Practice safe driving
    - Follow the SMU Fleet Safety Policy 8.8
    - Do not text, email, or use internet while driving
Health

- Appropriate vaccinations
- (Un)sanitary conditions
- Physical/mental or behavioral threats
- Exposure to elements (weather/climate, environmental conditions, laws/regulations, corporate/business policies, etc.)
- Availability of medical facilities
- Travel restrictions due to disease or epidemic
Minors/3rd Parties

• Required training - Recognizing & Reporting Child Abuse

• April 6, 2015 - SMU Program for the Protection of Minors - Human Resources (University Policy 9.31)

• Interactions with minors, including a lost or injured child

• Interactions with 3rd parties
Environmental

- Inclement weather/natural disasters
- Harmful fumes or substances in lab environment
- [SMU Chemical Hygiene Plan](#)
- Exposure to radiation
- Exposure to venomous insects, poisonous reptiles, wild animals, etc.
Know What To Do

- **Evacuate** – Leave your building immediately
- **Seek Shelter** – Find a safe place in a building
- **Lockdown** – Run, Hide, or Fight
Crime

- Theft
- Physical/sexual assault
- Be familiar with SMU Threat Assessment Policy, (University Policy 10.12)
- Trespassing
- Financial scams
- Cyber Security issues
  - Privacy of personally identifiable data
  - Viruses, hacking, extortion
Reporting Crime

In an emergency, **always** dial 911

- To report a campus crime or violation, call the SMU PD at **214-768-3388** or email police@smu.edu. [Campus Security - Police Department]

- To report a crime anonymously use SMU PD’s Silent Witness Program, call **214-768-2TIP** or go complete an online [Silent Witness Form]

- To report crimes that occur off campus, call local authorities and notify SMU PD

- Notify the Office of Engaged Learning

- Clery Act reporting
Ethics-Do the Right Thing

- Plagiarism, misuse of copyrighted or patented material
- Libel/slander
- Confidentiality breach
- Breach of contract
- Misuse of grants/funds
- Harassment

Note: If your project involves research on human subjects, you may need approval from the SMU Institutional Review Board. See SMU - Institutional Review Board for more information.
Mentor/Mentee Relationships

• Mentor/mentee accused of not fulfilling duties

• Mentor must take a leave of absence

• Inappropriate mentor/mentee interactions

• Be familiar with Policies on Sexual Harassment, [University Policy 2.5 and 2.5.1](#)
Back to the example…

Any ideas?

- Travel: by car and/or by plane
- Toxic substances and reduced oxygen content
- Environmental factors: heat, dehydration, extreme weather
- New Mexico has different laws than Texas
- Personal property damage
- Work-site safety
- Availability of medical facilities
- Emergency communications
- Cultural restrictions
You’ve Got a Project…Now What?

So Remember……

Once you have,

• Established project objectives & deadlines
• Found a mentor
• Received approval

Then you should,

• Review contractual issues
• Look at health concerns
• Consider travel guidelines
• Be aware of crime
• Consider ethical issues
Conducting a Risk Assessment

**Identifying and Managing Risk**


- Your project may require several risk assessments as you complete each phase—one each for contracts, materials used, events, travel, etc.

- By identifying those items above, and applying to your project outline you can identify risk exposures that may otherwise present a hazard along the way.

- **Risk Mitigation:**
  - Risk Identification – Identify the “exposures” and risks
  - Prepare “Risk Controls” to help avoid risks
  - Implement the “Risk Controls”
  - Monitor, and review.
Managing Risk Within a Project

Start with the end of the project in mind:

• Start planning backwards

• Allow time for your “risk identification” and “risk controls” to be reviewed if needed

• Allow time for compliance items to be identified and addressed

• Allow time for contracts to be reviewed, noting short cuts will cause problems in future.

• By planning and allowing time, you’ll give others involved more time to support and help you!
In Conclusion…

Considering project related risk beforehand will help ensure that your project goes smoothly and that you are able to meet your objectives and deadlines!

Information to help you learn about your risks can be found at http://smu.edu/riskmgmt/EngagedLearning.asp

Questions?
University Resources

Susan Howe  
Associate University Council  
Office of Legal Affairs  
214-768-3233  
showe@smu.edu

Ellen Shew Holland  
Associate Vice President & Chief Risk Officer  
Office of Risk Management  
214-768-2083  
riskmanagement@smu.edu
Resources and References

OPRM Engaged Learning website: http://smu.edu/riskmgmt/engagedlearning.asp

Office of Legal Affairs website: http://www.smu.edu/ola

SMU Policy 2.5, SEXUAL HARASSMENT AND CONSENSUAL RELATIONSHIPS
http://smu.edu/policy/S2/Policy2.5.htm

SMU Policy 2.5.1, INTERIM TITLE IX HARASSMENT
http://smu.edu/policy/S2/Policy2.5.1.htm

SMU Policy 10.12 VIOLENCE IN THE WORKPLACE
http://smu.edu/policy/S10/ViolenceintheWorkplace.htm

SMU Policy 9.31 SMU PROGRAM FOR THE PROTECTION OF MINORS POLICY

SMU Policy 8.8, FLEET SAFETY
http://smu.edu/policy/S8/fleet.html

Risk Management Abroad, HTH Worldwide International Travel Health Insurance
http://smu.edu/riskmgmt/risk-mgmt-abroad/index.asp