

BYU Enterprise Project Management PeopleSoft HRMS 8.8 Upgrades Project

Revision: 0
Effective Date: 2/26/03

Notes:

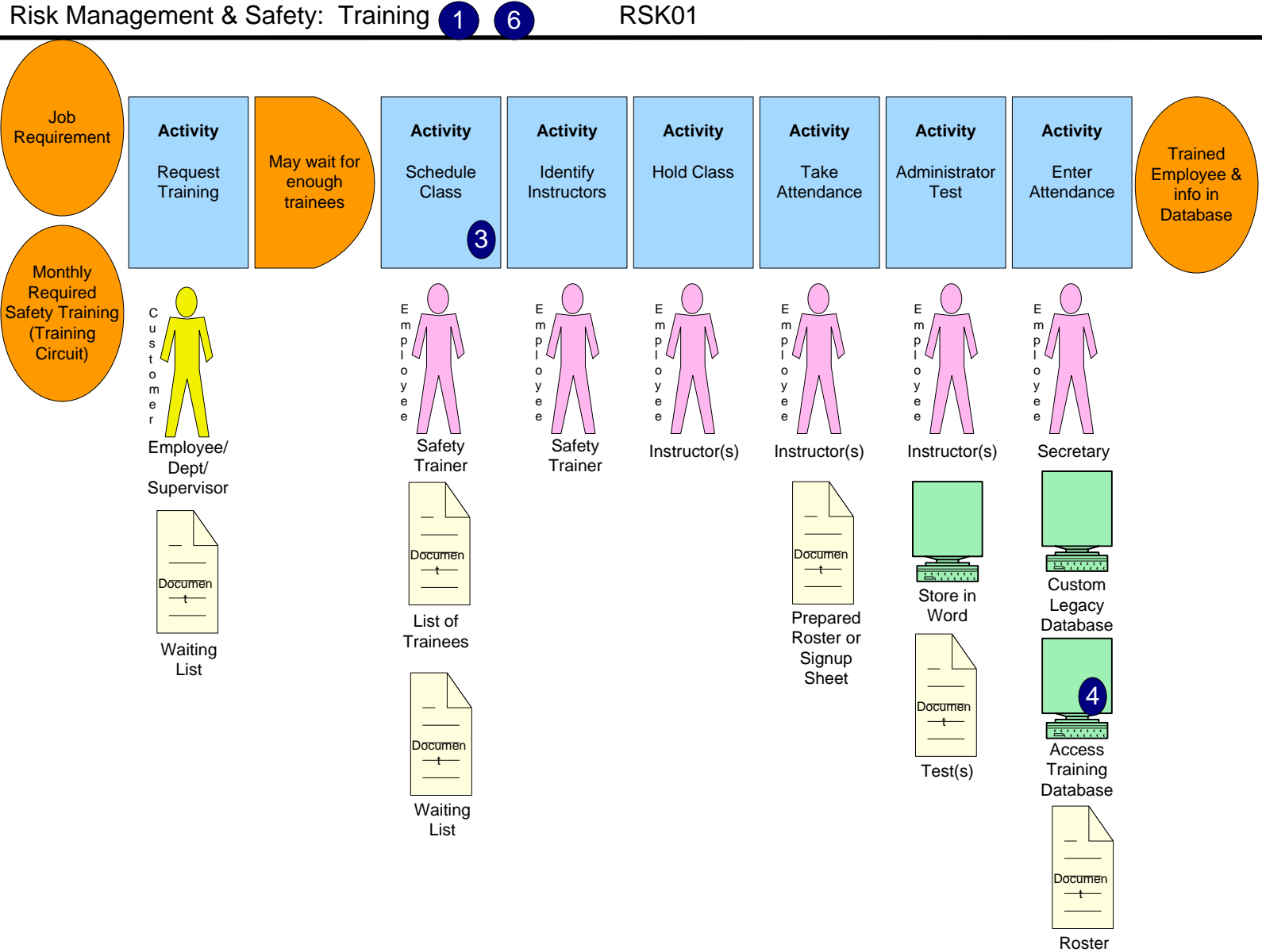
-Train people to reduce accidents & incidences.
-To meet statutory requirements

- 1** -Radiation Safety
-Lab Safety
-Van Driving
-CERT
-Forklift
-Scissor Lift
-CPR
-First Aid
-Fire Extinguisher
*Some are for certification & some are not

- 3** Some classes are taught by departments (operational, e.g. forklift)

- 4** Industrial Hygenist Tracking Database (Duplicate)

- 6** Training needs analysis is similar to HRD's



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Notes:

Management of
General Claims
(May not map)

Risk Management & Safety: General Claims Management

RSK02

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2 Planned to go with
the church (Risk
Labs), but may not

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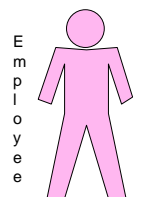
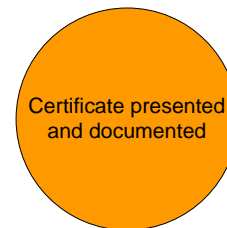
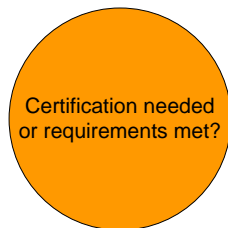
Notes:

Track Certification to meet Statutory requirements

- 5 Other depts use this information (e.g. Motor Pool)

Risk Management & Safety: Training Certification

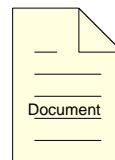
RSK03



Safety Trainer



Word



Certificate

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Notes:

Determine impact of training through reports. Who has met requirements for training certification

Risk Management & Safety: Training & Certification Tracking, Trending, & Metrics

RSK04



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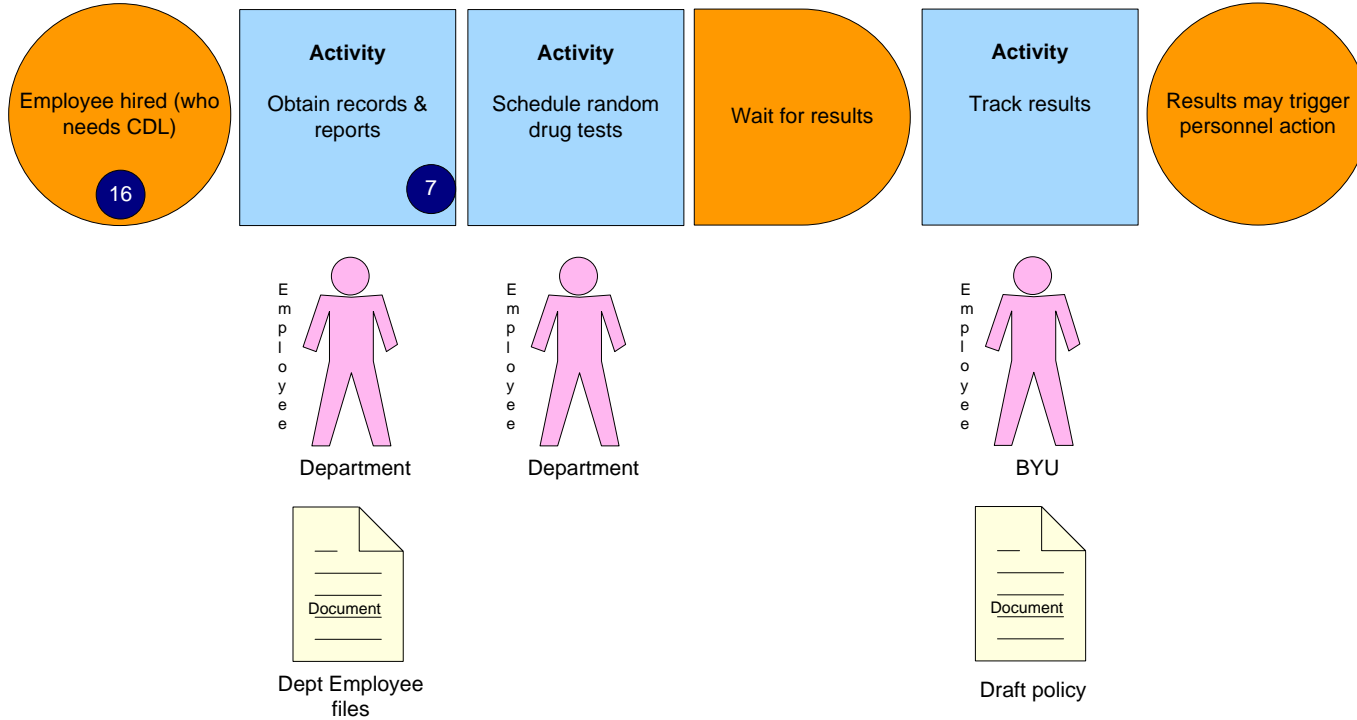
Track CDL requirements including drug testing to meet statutory requirements

7 Now 5 departments do it. Glenn wants to centralize in Risk Mgt & Safety

16 5 Departments on campus require this

Risk Management & Safety: CDL & Drug Testing Tracking

RSK05



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Notes:

Risk Management & Safety: Asset Management

RSK06

-Track building safety & fire code requirements
-Track & maintain equipment for safety
(Will not map this process until a decision is made about asset mgt in PS

8

- Is PS going to track assets (Financial?)
- Buildings inventory
- Equipment Tracking
- Asbestos maintenance
- Fire Code
- Maintenance Testing of inventory

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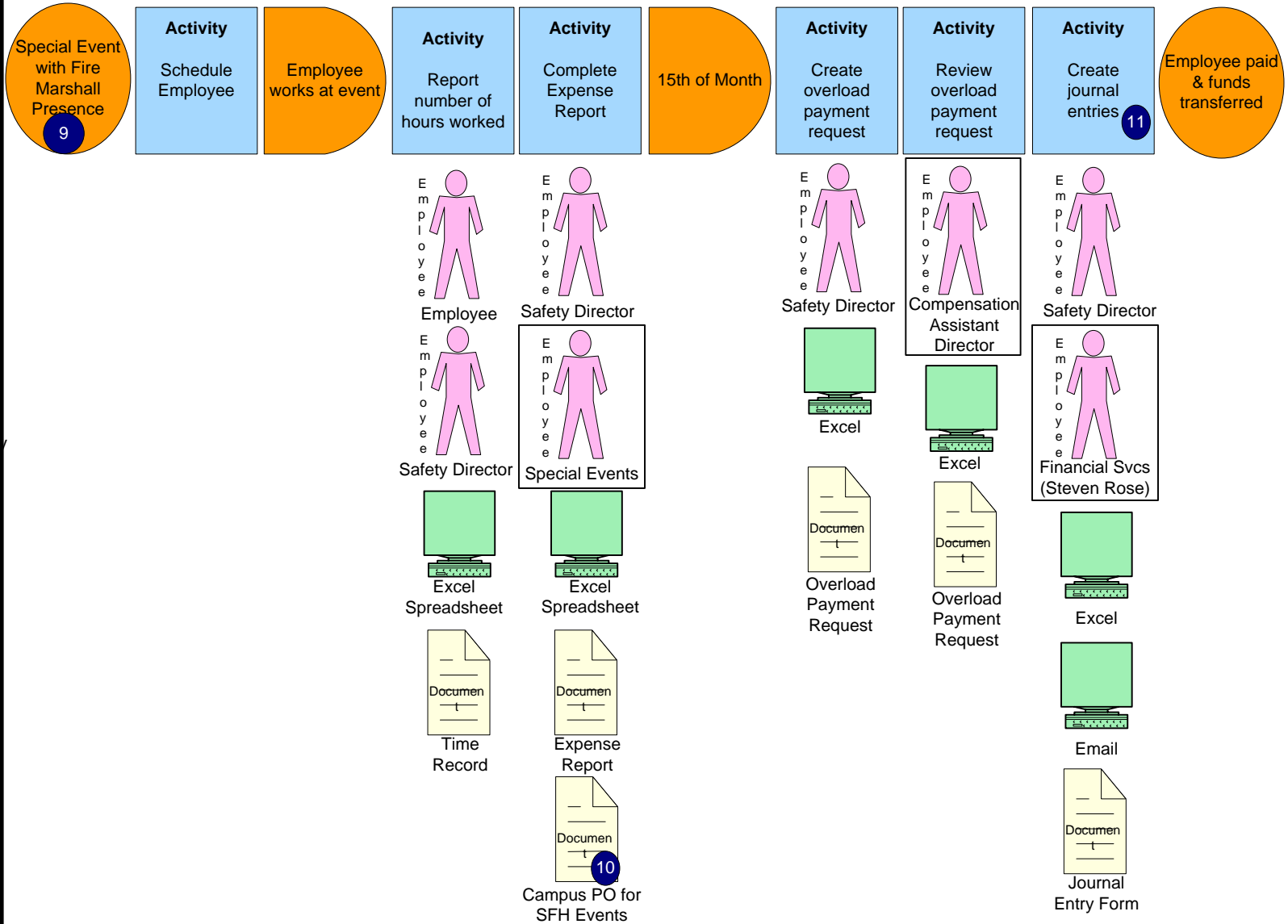
Notes:

-To enable an overload payment to an employee.
-To manage funds for overload payment

- 9 Marriott Center & Edwards Stadium only (all steps)
- 10 CPO for Smith Fieldhouse eliminates expense report & journal entry
- 11 Should be web interface PS HRMS & PS Financial

Risk Management & Safety: Overload Payment

RSK07



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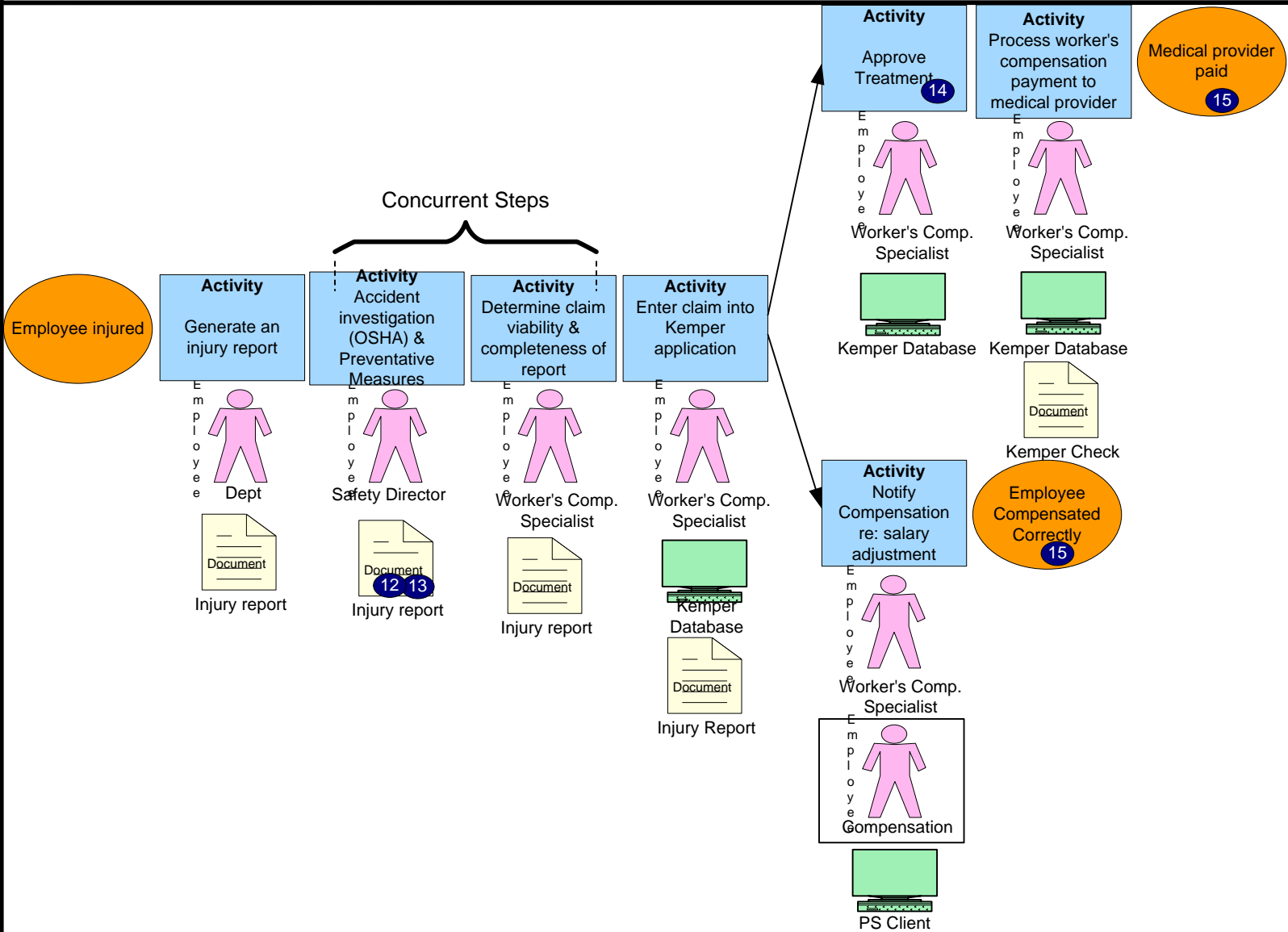
Notes:

Management of Worker's Compensation claims to ensure proper compensation to employees & limit university exposure

- 12 Consider electronic injury report (workflow)
- 13 from Health Center or Department
- 14 Only for non-Health Center Claims
- 15 Kemper Database dumps into Risk Labs Database

Risk Management & Safety: Worker's Compensation Claims Management

RSK08



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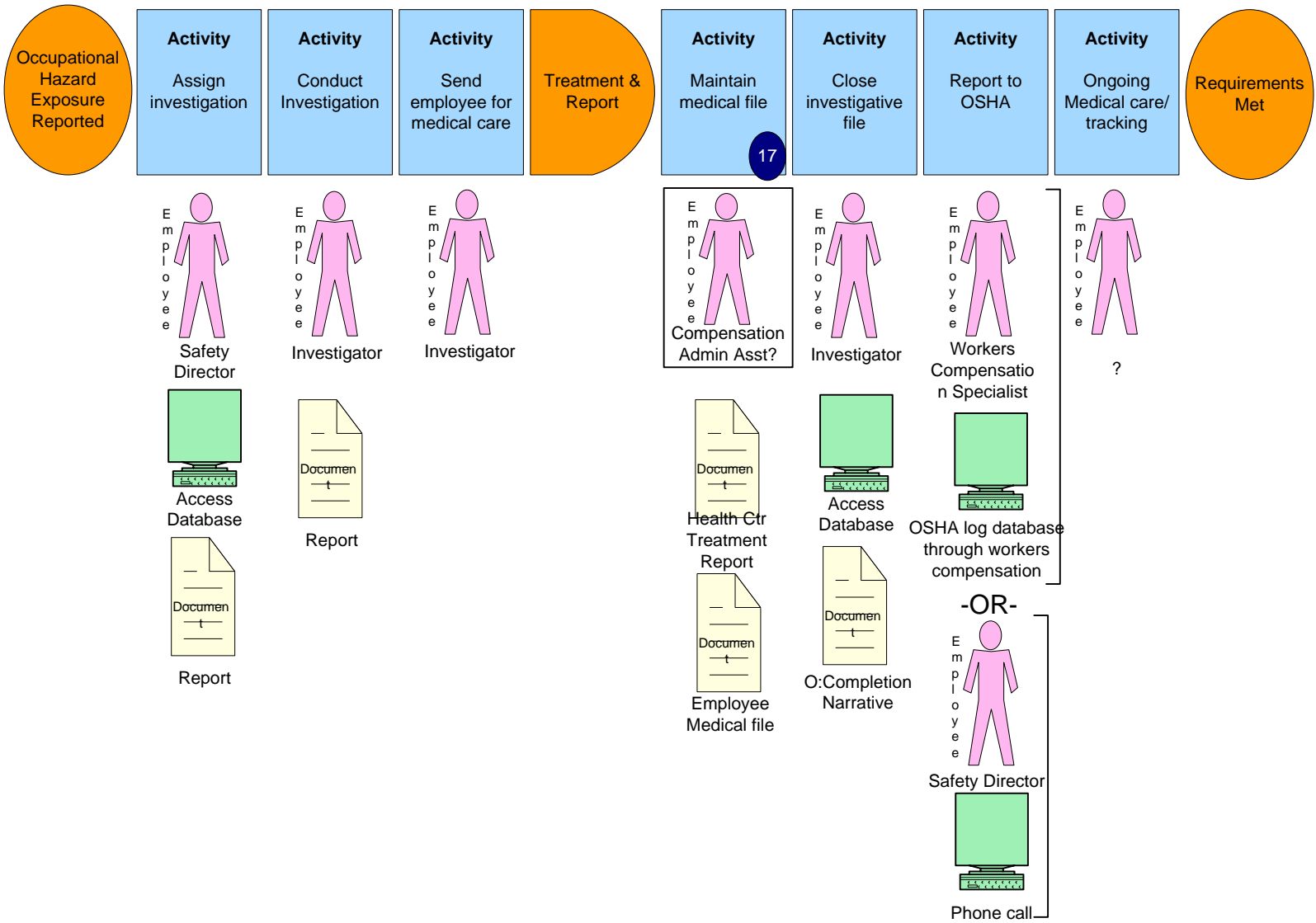
Notes:

Track exposure to various occupational hazards for employees

16 There may be an interface between processes Occupational Hazard and Worker's Compensation

17 Occupational Hazard records/reports should be filed in employee's medical file

Risk Management & Safety: Occupational Hazard Exposure Tracking 16 RSK09



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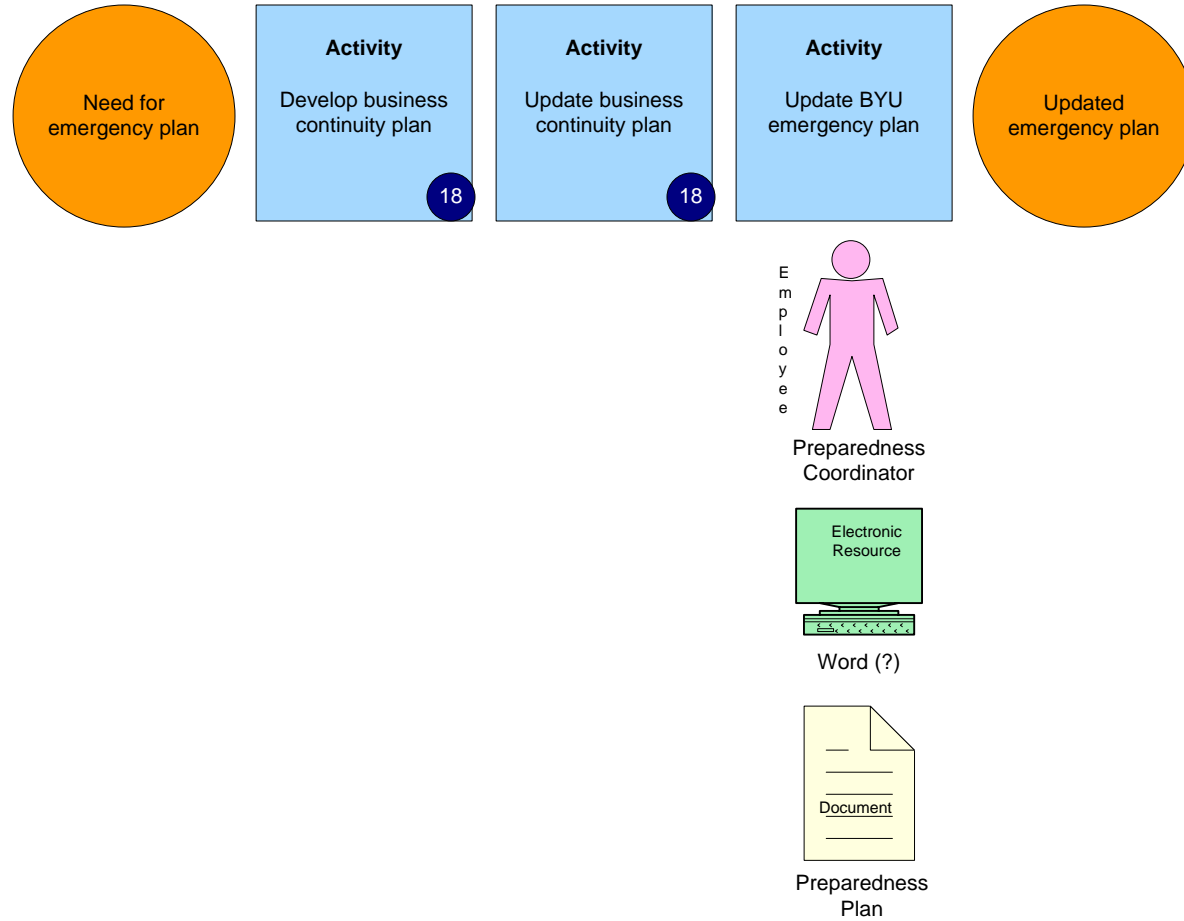
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Notes:

To maintain personnel and position data in emergency plans

18 These steps currently not done, but need to be-will be performed with Living Disaster Recovery Planning System (LDRPS); Need interface between PS and LDRPS

Risk Management & Safety: Emergency Preparedness Program RSK10



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Notes:

-Identify potential risks of the University
-Track all risks to document & to manage OSHA claims

19 Risk Labs may cover-need to evaluate. This process will not be mapped at this time (until we can evaluate Risk Labs)

Risk Management & Safety: Risk Management

RSK11

19



Access Database
(Track
Assignments)
Activity Log