



New Faculty Orientation

# Safety and Compliance at K-State

August 2018



# Safety & Compliance

- KSU Police Department
- KSU Environmental Health and Safety Department
- Office of Risk and Compliance
- University Research Compliance Office
  - IACUC, IBC, IRB, IRE, export controls, and select agents
- Identity, Security, and Compliance Office



# Safety and Security



# Security on Campus

- University Police (911 or 532-6412)
  - Silent Witness
  - Wildcat Walk
  - K-State LiveSafe App (Stay Safe)
  - Training
    - Alice Training (active shooter training)
    - Stop the Bleed
- Weapons Policy: [www.k-state.edu/weapons](http://www.k-state.edu/weapons)

# Emergencies

- ***K-State Alerts***

[ksu.edu/safety/alerts](https://ksu.edu/safety/alerts)

- Blue Light Phone Boxes
- Tornado Warning Sirens
  - Tested 1<sup>st</sup> Monday of month  
10:30 am
- K-State LiveSafe App (Stay Safe)





# Emergencies

- Review your department emergency and evacuation plans
- Know your shelter in place locations
- Instructors are responsible for evacuation of classroom

[www.k-state.edu/police/emergency/](http://www.k-state.edu/police/emergency/)

# Environmental Health & Safety Department

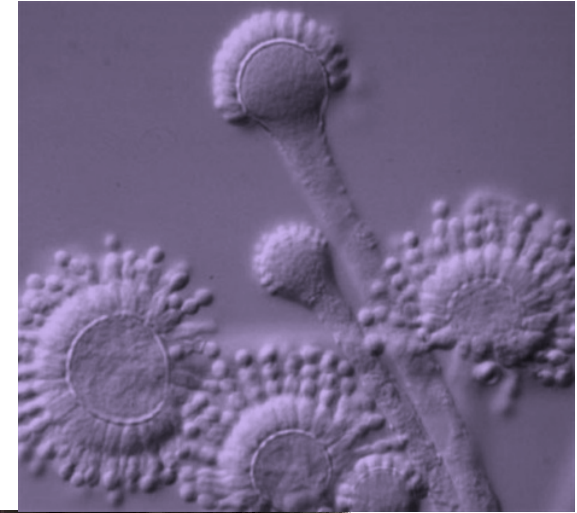
- Occupational Safety
- Environmental Compliance
- Fire Safety
- Biosafety/Sanitation
- Radiation Safety
- Hazardous Materials/Waste





# Your Safety

- Occupational Safety
  - Safety training
  - Ergonomic assessments
  - Job hazard analysis/exposure monitoring
  - Proper PPE selection
  - Respiratory protection program
  - Hearing conservation program
  - Laboratory & research safety
- Indoor Environmental Quality
  - Odor complaints, mold, asbestos
- Food events approvals







# Injury Reporting

- Report injuries within **3 work days**
  - Human Capital Services, Benefits Section

[www.k-state.edu/hcs/forms/workcompreport.html](http://www.k-state.edu/hcs/forms/workcompreport.html)
- Accident investigations



# Research Compliance



# Research Compliance

- Research involving Human Subjects (IRB)
- Research, testing, or teaching involving animals (IACUC)
- Research using recombinant or synthetic nucleic acid molecules, toxins, or infectious agents (IBC)
- Dual Use Research of Concern (DURC)
- Export Controls Compliance Program (ECCP)
- Responsible Conduct of Research (RCR)

Our team is here to help you navigate compliance and maintain K-State's reputation for research integrity

# Human Subjects Research

- The K-State Committee on Research Involving Human Subjects serves as the IRB mandated by federal laws and regulations and is responsible for oversight of all activities involving research with human subjects.
- The IRB application, consent template, and online training can be accessed on the IRB web page.





# Institutional Biosafety Committee (IBC)

- The K-State IBC is charged by federal law to review and approve elements of a campus biosafety program. The IBC reviews research projects and inspects laboratories that use:
  - Recombinant or synthetic nucleic acid molecules, microbiological agents, select agents and toxins, human blood, tissues, or cell lines, tumorigenic cell lines or those that may contain human pathogens, and agents that could have “Dual Use” implications.
- URCO and the IBC are here to assist you in your diverse biosafety needs. We are happy to consult with you on:
  - Protocol development
  - Pre-inspection walk-throughs
  - In-person training on biosafety, biosecurity, dual use research of concern, and others

# Animals in Research and Teaching at K-State

USDA-registered Research Facility - AAALAC Accredited – PHS-Assured Institution

- The K-State IACUC has oversight responsibility for animals used in research, testing, and teaching at KSU.
- If you plan to use animals in any project, you must submit an application for animal use to the IACUC, and receive **approval prior to initiation** of the project/activity.
- The K-State IACUC performs routine semiannual inspections of research and teaching animal facilities.
- All those involved in animal care and use must comply with federal laws and regulations regarding human and veterinary drugs and treatments. Drug records and storage procedures for DEA license holders are reviewed during facility inspections.





# Export Controls

- U.S. Federal laws and regulations that control export of certain information, technologies, and commodities to foreign persons in the U.S. or abroad
- What is an export?
  - Transfer of certain items, technology, software, or technical data out of U.S. border by any means (electronic, verbal, shipping etc.)
  - Export or disclosure within U.S. of certain items, technology, software, or technical data to a non-US person(s) (visual, verbal, electronic, physical etc.)
- The Export Controls Compliance Program at K-State aims to reduce the institutional and individual risk of export controls violations by providing necessary support, information, and tools to departmental units, employees, and students.
  - We can provide tailored export controls training and presentations for K-State faculty and staff





# Responsible Conduct of Research

- Education in RCR is required by:
  - National Science Foundation (1 hour CITI training)
  - National Institute of Food and Agriculture (1 hour CITI training)
  - National Institutes of Health (8 substantive hours of face-to-face instruction)
    - NIH requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive instruction in responsible conduct of research.
- Everyone involved in research at K-State is required to receive RCR training



# Risk Management and University Compliance



# Office of Risk and Compliance

- Newly established
- Two FTEs
- Purpose: Establish and maintain enterprise-wide approach to risk management
- Roles
  - Collaborate with university partners to identify and assess institutional risks
  - Support development of departmental risk management plans
  - Assess and provide support for the university's compliance programs
  - Responsible for coordinating and overseeing university's risk financing



# Initiatives

- Establishing an ERM framework
- Establishing standards for data use and protection
- Establishing policies and procedures for International Travel and Risk
- Developing standards for Campus Programs for Minors
- Creating a centralized Policy Library
- Developing an Ethics Program to include anonymous reporting of ethical/compliance violations
- Establishing insurance requirements of third parties
- Evaluating and improving our risk financing strategies



# Insurance

- Insurance purchased at K-State must be coordinated through the Office of Risk and Compliance
  - Prevents duplication of coverage
  - Provide guidance on adequate limits and specifics of coverage
  - Reduces overall cost through greater buying power
  - Simplifies the management of a claim
- Insurance policies to consider:
  - Inland Marine: Covers damage to equipment owned by K-State or that which is owned by a third party in which we are renting or leasing.
  - Fine Art: Covers damage to collectibles, musical instruments, fossils and mineral specimens, and other valuables to which university owns or is loaned by a third party.



# Insurance

- New international insurance coverage (Blanket policy)
  - Covers all employees and students traveling abroad on behalf of the university
  - Covers emergency medical services (Accident and sickness)
  - Covers emergency evacuation costs (Medical, natural disaster, political)
  - Covers emergency travel services (Locate lost items and luggage, interpretation services, and emergency cash)
  - For more information: <http://www.k-state.edu/oip/faculty/health.html>
    - Print out/save the Chubb Insurance Card
    - Sign-up for the Chubb portal
      - Access to country threat assessments and local intelligence
      - Advice on local customs
      - Receive location specific alerts



# Cybersecurity and Data Protection



# Cybersecurity and Data Protection

- Identity, Security, and Compliance Department (ISC)
  - The ISC team is responsible for risk management, compliance, information security operations and the overall coordination for all information security at Kansas State University.
  - [security@ksu.edu](mailto:security@ksu.edu)
  - [abuse@ksu.edu](mailto:abuse@ksu.edu)



# ISC-Initiatives

- Establishing a cybersecurity framework
  - Establish a culture of risk prioritization
  - Serves as our North Star
- Working to ensure K-State is compliant with all applicable regulations (FERPA, PCI, CUI, etc, etc)
  - Compliance is critical, but is **NOT** a security program
- Cybersecurity awareness training
- Inventory of all authorized hardware and software
- Vulnerability Management Program (VMP)
- Continuous monitoring

## We Are Here To Assist

- Our primary goal is to be a strategic partner for all of K-State

# Contact Information

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