



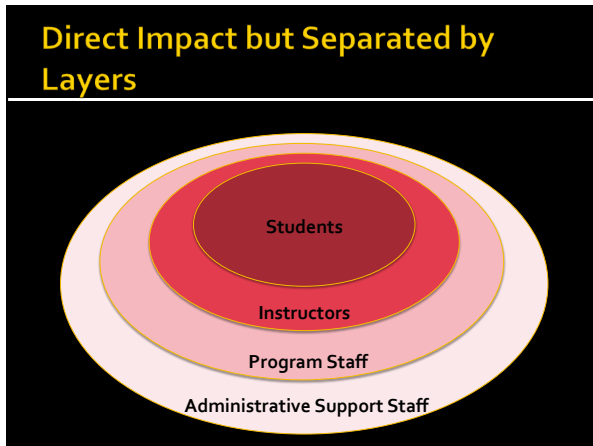
Shana Tarter, WMI of NOLS
Wilderness Risk Management Conference, Waltham, MA, October 5-7, 2011

Is Risk Management in Your Job Description?



The Idea

- Risk management should (could) be a part of every job description in your organization.
- Introduce the idea early and return to it often.
- The people furthest from your students, still have a big impact.



Job Descriptions

POSITION AVAILABLE ANNOUNCEMENT

- JOB TITLE
- REPORTS TO
- JOB OBJECTIVE
- QUALIFICATIONS
- LEADERSHIP OR SUPERVISORY DUTIES
- RISK MANAGEMENT RESPONSIBILITIES
- CRIMINAL BACKGROUND CHECK
- WORK LOCATION
- HOW TO APPLY
- APPLICATION CLOSING DATE
- STARTING DATE

Meet David



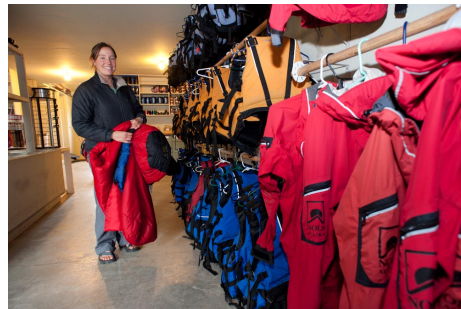
Instructor Job Description

- Leadership...
- Teaching...
- Environmental Studies...
- Risk Management...

Instructor Job Description-Risk Management

- Risk Management
 - Practice and educate others in hazard evaluation
 - Prevent and manage emergencies
 - Manage inherent risks specific to course type
 - Understand NOLS Accepted Field Practices and apply NOLS Medical Protocols
 - Assess student competence and independence
 - Report incidents and near misses

Meet Molly



Seasonal Outfitting and Rations Assistant



Outfitting and Rations Assistant Job Description

- Issue and Deissue...
- Check, Repair, Maintain...
- Purchase and Ration...
- Clean...
- Risk Management

Outfitting and Rations Assistant Job Description-Risk Management

The **Outfitting and Rations Assistant** plays a key role in decreasing risk to participants by ensuring that equipment is maintained in a field ready status, that hygiene standards are adhered to and that any risk management concerns are reported immediately.

Meet Anna



Admissions Assistant

Chat: [Chat with a real person.](#)

Share: [Email](#) [Twitter](#) [Like](#) 4K

Admissions Assistant Job Description


- Communication...
- Customer Service...
- Administrative Tasks...
- Risk Management

Admissions Assistant Job Description-Risk Management

The **Administrative Assistant** conveys a first and lasting impression of our school's risk management practices. The Administrative Assistant will strive to deliver accurate and realistic information about our program and be wary of creating false expectations for customers.

Meet Katie

Purchasing Manager



Product Recall Issues

Recall for Replacement: GRIGRI 2

Concerns all GRIGRI 2's (D14 20, D14 21, D14 28) with the first five digits of the serial number between 10226 and 11126.






Uvex Funride Ski Helmet Recall

The Triad Alcohol Pad recall was initiated due to concern of potentially life-threatening contamination of the products with *Bacillus cereus*.

Response to Feedback





↓



**OUTFITTING
&
RISK
MANAGEMENT**



Purchasing Manager Job Description

- Research Products...
- Manage Relationships...
- Coordinate Purchasing...
- Budget...
- Risk Management

Purchasing Manager Job Description-Risk Management

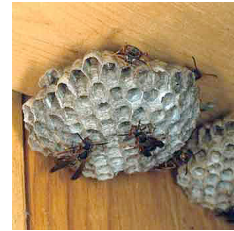
The **Purchasing Manager** supports the school in reducing risk to participants through awareness of product trends and recalls, establishing relationships with peer organizations and by maintaining a feedback loop with the end users of the school's equipment.

Meet John



Rocky Mountain Facility Manager

Objective Hazards



Rocky Mountain Facility Manager Job Description

- Functional Facilities...
- Safety Inspections...
- Service Requests...
- Preventative and Remedial Maintenance...
- Risk Management

Rocky Mountain Facility Manager Job Description-Risk Management

The Rocky Mountain Facility Manager reduces risk to all participants and employees by minimizing the objective hazards associated with school facilities and by maintaining those facilities in working order.

Action Steps

- Create a category of responsibilities entitled "Risk Management" for every position description in your organization.
- Brainstorm with current employees to develop 1-2 general responsibilities and 1-2 specific tasks to add to this category.

Action Steps

- Write one interview question for each position description related to that position's risk management responsibility.
- Review those responsibilities during regularly scheduled performance reviews.

Questions or Comments?

Thank You!

Shana Tarter
WMI of NOLS Assistant Director
shana_tarter@nols.edu