

STATE OF MARYLAND

EXECUTIVE ORDER

01.01.2002.01

State Employees Risk Management Administration
(Rescinds Executive Order 01.01.1989.15)

WHEREAS, The State continues to seek to provide and maintain a work environment which supports the health, well-being and productivity of its employees as they carry out their responsibilities to the citizens of Maryland;

WHEREAS, The reduction or elimination of occupational injuries sustained by State workers fosters important goals of State government, including the well being of our employees and the efficient administration of government;

WHEREAS, It has been proven that implementing formal and effective risk management programs can help to eliminate or reduce occupational injuries and illness;

WHEREAS, Risk management programs provide additional benefits of improved productivity, employee confidence, employee safety, lower insurance costs and improved worker morale;

WHEREAS, Executive Order 01.01.1989.15 created the State Employees Risk Management Administration and Maryland State Employees Risk Management Advisory Council in 1989 to assist in planning, implementing and evaluating risk management programs; and

WHEREAS, It is necessary to revise Executive Order 01.01.1989.15 in light of changes in the organization of State government and to streamline interagency coordination and evaluation of risk management programs.

NOW, THEREFORE, I, PARRIS N. GLENDENING, GOVERNOR OF THE STATE OF MARYLAND, BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE CONSTITUTION AND LAWS OF MARYLAND, HEREBY RESCIND EXECUTIVE ORDER 01.01.1989.15 AND PROCLAIM THE FOLLOWING EXECUTIVE ORDER EFFECTIVE IMMEDIATELY:

- A. There is a State Employee Risk Management Administration (SERMA).
- B. SERMA is a program administered by the Injured Workers' Insurance Fund (IWIF), an independent agency, which will coordinate its efforts with the Office of the Governor.
- C. IWIF will be responsible for supporting agency efforts to maintain an active and effective Employee Risk Management program.
- D. IWIF shall maintain all claims information and compile an adequate database to carry out the intent of this Executive Order.
- E. IWIF shall provide educational and training programs and statistical reports to support State departments and agencies in meeting their responsibilities under the provisions of this Executive Order.

(1) There is a Maryland State Employee Risk Management Steering Committee that consists of:

- (a) A representative from the Office of the Governor, appointed by the Governor;
- (b) A representative from IWIF, appointed by the President of IWIF; and
- (c) The Risk Management Coordinators of the following State units:
 - (i) Department of Budget and Management;
 - (ii) Department of the Environment;
 - (iii) Department of General Services;
 - (iv) Department of Health and Mental Hygiene;
 - (v) Department of Human Resources;
 - (vi) Department of Juvenile Justice;

- (vii) Department of Labor, Licensing and Regulation;
- (viii) Department of Natural Resources;
- (ix) Department of Public Safety and Correctional Services;
- (x) Department of Transportation;
- (xi) Department of Maryland State Police;
- (xii) Maryland Transit Administration;
- (xiii) University System of Maryland; and
- (xiv) Any other unit designated by the Governor.

(2) The Steering Committee will be chaired by the representative from IWIF and shall meet at least semi-annually.

(3) The Committee shall work in partnership with SERMA to:

- (a) Share common risk management guidelines, concerns and ideas;
- (b) Monitor and and make recommendations concerning the effectiveness of the SERMA program; and
- (c) Recommend and plan new initiatives and prepare the agenda for the annual SERMA conference.

G. Each department, independent agency or other designated unit of State government is required to maintain the designation or appointment of a Risk Management Coordinator to assist in carrying out the intent of this Executive Order.

H. Each department, independent agency or other designated unit of State government shall periodically conduct a risk assessment survey

(self-inspection), which shall include all facilities and work sites, as well as an identification and assessment of those jobs considered as having a high degree of risk or potential for occupational injury. The Maryland State Employee Risk Management Steering Committee shall recommend a schedule for the conduct of risk assessment surveys. The results of the surveys shall be sent to the Committee.

I. This Executive Order on managing occupational injuries in Maryland State government shall be interpreted and implemented consistent with the efforts of established State health and safety programs. Agency and department heads shall utilize existing management functions and programs to expand and improve their efficiency in managing risks within their respective units.

J. Each State department, independent agency or designated unit of State government shall maintain written guidelines including policies and necessary rules and regulations covering specific program elements that are considered essential to standardize accident prevention and loss control programs.

GIVEN Under My Hand and the Great Seal of the State of Maryland, in the city of Annapolis, this 10th day of January, 2002.

Parris N. Glendening
Governor

ATTEST:

John T. Willis
Secretary of State

[\[Governor\]](#) | [\[Lt. Governor\]](#) | [\[Maryland & Its Government\]](#) | [\[Maryland Electronic Capital\]](#)