



California State University
Dominguez Hills

RISK MANAGEMENT POLICY

1.0 INTRODUCTION

As part of any post-secondary academic experience, activities on and off college campuses are susceptible to varying degrees of risk. In order to ensure risks arising out of these activities are anticipated, managed and mitigated, California State University Dominguez Hills (CSUDH) established a Risk Management program. While fostering a learning environment, the university has a responsibility to protect the safety of all faculty, staff, students, and visitors as well as preserve its physical property. Under Executive Order 715, the University is responsible for developing and adhering to a risk management policy and program designed to meet this responsibility. This policy is also designed to meet the requirements related to risk management under Executive Order 743.

2.0 POLICY

It is the policy of California State University, Dominguez Hills to promote and facilitate a safe and secure learning environment while minimizing the risk of financial loss to the State of California, the Trustees of the CSU, the University, their officers, employees, representatives and volunteers, through the identification and analysis of risk, implementation of loss control programs, and reducing the risks by transfer of financial responsibility.

3.0 RISK MANAGEMENT PROCESS

3.1 Identification of Risk is the identification of potential loss sources through an ongoing evaluation of risk exposures. Examples of such exposures associated with academic and operational activities include,

but are not limited to: practices, procedures, new projects, contractual relationships and unfavorable events that could occur by negligence, oversight or accident. The identification of such exposures are conducted through:

- Review of policies, procedures, practices, and project plans
- Inspection of operational areas and locales
- Analysis of external incidents through legal and consultative sources that may impact the University

3.2 Evaluation of Risk – In 1999, the University completed an assessment of general risks stemming from campus policy and associated administrative programs. This assessment (Attachment 1) ranks the probability, impact and the likelihood of risk reduction through administrative means. Site conditions, current risk trends, tort law cases affecting similar organizations, and future operations that may increase risk exposure will also be evaluated using a variety of tools.

3.3 Selection of Best Risk Management Technique – After determination and evaluation of a risk is made; a risk management technique or combination of techniques is selected to minimize the frequency or severity of possible loss. These techniques may include risk transfer by the purchase of insurance, risk avoidance, loss prevention, loss reduction, training, etc.

3.4 Implementation of Best Risk Management Technique – Once the best risk management technique has been selected, the Risk Manager, in conjunction with campus administrators, will ensure the technique is properly implemented.

3.5 Monitor and Evaluate Results – Upon implementation of the best risk management technique or combinations of techniques, monitoring and evaluating the effectiveness and efficiency of the technique will be done to determine appropriateness and whether any changes and/or modifications of techniques should be made. The Risk Manager will prepare a biennial report claims arising from campus operations and activities. This report will be comprised of recent claim cost data comparison as well as other safety and risk performance indicators.

4.0 RESPONSIBILITIES

4.1 Vice President for Administration & Finance

The Office of the Vice President for Administration maintains operational responsibility for the overall Risk Management Program. The VPAF has delegated program responsibility to the campus Risk Manager. The VPAF appoints the members of the Risk Management Advisory Committee to give support to the establishment of policies and procedures. Campus issues and policy recommendations from the Risk Manager and the Committee are forwarded to the Operations Group via the Vice President for Administration & Finance, for review and approval.

4.2 Risk Management Advisory Committee

The Risk Management Advisory Committee assists the Risk Manager in the developing risk management policies and procedures. The Committee meets quarterly to discuss current issues and trends. The Committee provides advice, information, and coordination leading to the full implementation of the risk management program. Committee members include the following:

- Human Resources Management Director
- Risk Manager
- Chief of Police
- Student Union Representative

- Director of Physical Plant
- Workers Compensation Coordinator
- Student Affairs appointee
- Procurement Officer
- Director of Athletics
- Director of Foundation

Depending on the nature and type of risk, members of this committee may also form Ad Hoc committees to address specific issues presented by these risks

4.3 Risk Manager

The Risk Manager is responsible for developing and maintaining campus risk management policies, programs and practices through the Office of Risk Management/Environmental Health and Occupational Safety (RM/EHOS) as well other departments with responsibilities listed below. The office's overall objective includes the following:

- Identify and assess the risks facing the University and develop methods for controlling their causes;
- Provide advice, information and coordination leading to the full implementation of risk management functions by all those having program responsibilities;
- Assist the university community in identifying risks and hazards;
- Develop and implement loss prevention, safety and environmental programs through the office of Risk Management / Environmental Health and Occupational Safety;
- Provide training and education on risk management and safety related issues;
- Communicate sound university risk management practices to the university community;

- Assist with the implementation of the campus' workers compensation, Industrial Disability Leave, and Return to Work programs;
- Review campus risk management and safety programs annually;
- Liaison with the California State University Risk Management Authority (CSURMA), serve on the CSURMA Executive Board and coordinate with system-wide risk manager as well as other campus risk managers;
- Establish programmatic goals to measure the Risk Management program's effectiveness and provide the annual Risk Management report to the Vice President of Administration and Finance for submittal to the President of the University.

4.4 Human Resources

Human Resources is responsible for the administration of the University Workers' Compensation program and for the employee-related benefits program on campus not provided by RM/EHOS, such as: Unemployment Insurance, Non-Industrial Disability Leave, and Catastrophic Leave. Human Resources is also responsible for handling claims that allege employment inequity such as Equal Employment Opportunity Commission and Fair and Equal Housing Administration claims as well as providing training in these topics.

4.5 Procurement and Contract Services

Procurement and Contract Services is responsible for ensuring campus compliance with Executive Order 743. Generally, compliance with Executive Order 743 ensures:

- Appropriate risk management language exists in all documents that involve facilities and property leases;

- Affiliation, Auxiliary, and Foundation operations agreements hold the University and associated agents harmless or contain appropriate insurance coverage as specified by EO 743;
- Service, construction, and performance contracts hold the University and associated agents harmless or contain appropriate insurance coverage as specified by EO 743
- Appropriate insurance documentation is provided by outside entities conducting activities on or with university property
- Ensure that placement agreements include insurance requirements applicable to the contracting parties

4.6 Administrators and Supervisors

Administrators and Supervisors are responsible for complying with the campus risk management policy and programs as well as identifying and managing risks for their program activities. In order to minimize risks from student and employee activities, administrators must be able to identify problems and implement practices and procedures to eliminate or reduce the exposure.

Administrators, supervisors and coaches must seek assistance from Procurements and Contracts prior to entering into any binding agreement. With the assistance of the Risk Manager, administrators and supervisors are responsible for the following:

- Further the implementation and monitoring of campus risk management and safety programs at their respective organizational area;
- Utilize departments with the responsibilities listed above for all risk management and contract needs;
- Instruct employees on performing tasks in a safe manner including job orientation;

- Educate new supervisors on the basics of employee supervision techniques, hazard recognition, employee motivators such as incentives or disciplinary procedures, human resource issues and workers' compensation;
- Integrate safety into standard operating procedures;
- Establish measurable safety goals in job performance;
- Provide guidance to employees on risk management practices unique to their respective areas
- Ensure Administrators and Supervisors are receiving appropriate training as well