



California State University
Dominguez Hills

**Annual Report
For
Risk Management/Environmental Health
and
Occupational Safety**

2015-2016

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Introduction



California State University, Dominguez Hills' (CSUDH) Risk Management/Environmental Health and Occupational Safety Department (RM/EHOS) provides resources, consultation and training in support of students, faculty and staff to manage and balance risks created by University programs and activities.

Risk Management/EHOS is committed to minimize losses by creating and providing a safe and healthy environment for students, faculty, staff and campus visitors through specially designed programs and services. Additionally, RM/EHOS assists campus operations and projects in minimizing environmental impacts, surpassing regulatory requirements, and practicing environmentally sound methods.

The areas of responsibility for the Risk Management/Environmental Health and Occupational Safety Department traditionally include, but are not limited to the following:

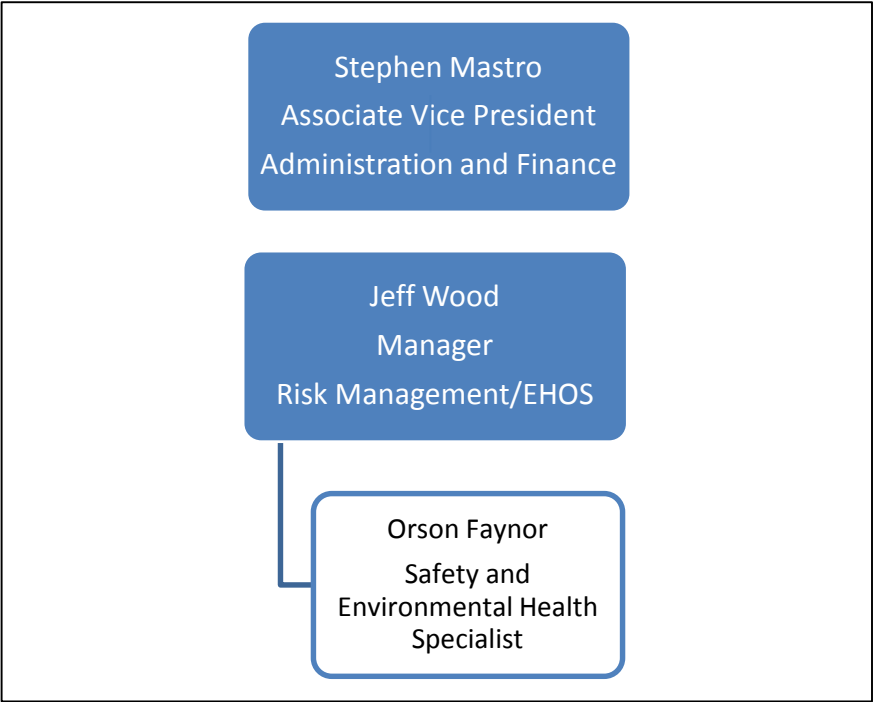
- Business Continuity
- Defensive Driving Training
- Environmental Compliance
- Ergonomics
- Fire and Life Safety Compliance
- Foreign Travel Insurance
- Hazard Communication
- Hazardous Materials Management
- Hazardous and Medical Waste Disposal
- Indoor Air Quality
- Industrial Hygiene
- Injury and Illness Prevention Program
- Laboratory Safety
- Liability Claims
- Property Claims
- Risk Management
- Safety Inspections
- Safety Data Sheets
- Small (Electric) Cart Training

The annual report has been categorized and divided into departmental headings. The headings are as follows:

- [Risk Management](#)
- [Environmental Health](#)
- [Occupational Safety](#)
- [Business Continuity](#)

RM/EHOS Organization Chart

The Risk Management/EHOS Department reports to the Associate Vice President of Administration and Finance. In addition to the department manager, there is one safety and environmental health specialist assisting with occupational safety, environmental health, industrial hygiene and ergonomic issues on campus.



Risk Management

2016-2017 California State University Risk Management Authority (CSURMA) Insurance Premium Deposits, Trends and Analysis

2016-2017 CSUDH and CSU Coverage Premium Deposits Trends

The following chart summarizes the campus' share of the California State University Risk Management Authority (CSURMA) coverage program costs for the prior year and new fiscal year.

Coverage Program	2015-2016 Premium	2016-2017 Premium	\$ Change
Workers' Compensation	\$ 1,198,461	\$ 1,189,225	\$ -9,236
General and Errors and Omissions Liability	\$ 656,421	\$ 582,161	\$ -74,260
IDL, NDL, UI	\$ 407,505	\$ 434,325	\$ 26,820
Property and Boiler and Machinery	\$ 163,807	\$ 166,785	\$ 2,978
Auto Liability (VELSIP)	\$ 19,044	\$ 23,397	\$ 4,353
Athletic Injury Medical Expense (AIME)	\$ 99,096	\$ 119,042	\$ 19,946
TOTAL	\$ 2,544,334	\$ 2,514,935	\$ -29,399

The following chart compares the percentage of increase/decrease of CSUDH's premium deposit changes compared to the CSU for the 2015-2016 and 2016-2017 fiscal years.

Coverage Program	% Change CSUDH	% Change CSU
Workers' Compensation	-0.77%	0.2%
General and Errors and Omissions Liability	-11.31%	5.4%
IDL, NDL, UI	6.58%	0.0%
Property and Boiler and Machinery	1.81%	3.1%
Auto Liability (VELSIP)	22.85%	22.9%
Athletic Injury Medical Expense (AIME)	20.12%	6.7%
TOTAL	-1.15%	1.9%

Risk Pools Insurance Costs Analysis

The California State University (CSU) Risk Pool and insurance premiums paid by CSUDH in the recent fiscal year provided coverage for general liability, real property, athletics, student travel accident, and third party liability coverage for vehicles. The following overview provides an explanation for the change in cost for each coverage program.

CSUDH's workers' compensation premium is the largest insurance cost to the campus. The premium is leveling and actually decreased slightly due to improved claims experience.

General/Professional Liability program also decreased due to improved claims experience.

Auto liability is covered by the State Vehicle Liability Self-Insurance Program (VLSIP), whose rates are determined by the Office of Risk and Insurance Management (ORIM). Motor vehicle liability claims have been increasing statewide among all state departments including California State University. VLSIP costs are allocated proportionately among all campuses based on the campus' motor vehicle fleet inventory count submitted to the Department of General Services. Motor vehicles include all vehicles on which a human rides including electric carts and lawn mowers.

The Industrial Disability Leave/Non-industrial Disability Leave/Unemployment Insurance program experienced increasing utilization trends (claims), particularly for Unemployment Insurance. The Unemployment Insurance claims administrator is examining CSU's trend in unemployment insurance and exploring means to mitigate costs.

The Property Insurance has had a favorable systemwide loss experience and is budgeted for a decrease in rates.

The Athletic Injury Medical Expense (AIME) Program had an increase for claims liability, which is to be factored with program administration expenses and is allocated to members in accordance with the rating plan adopted by AIME.

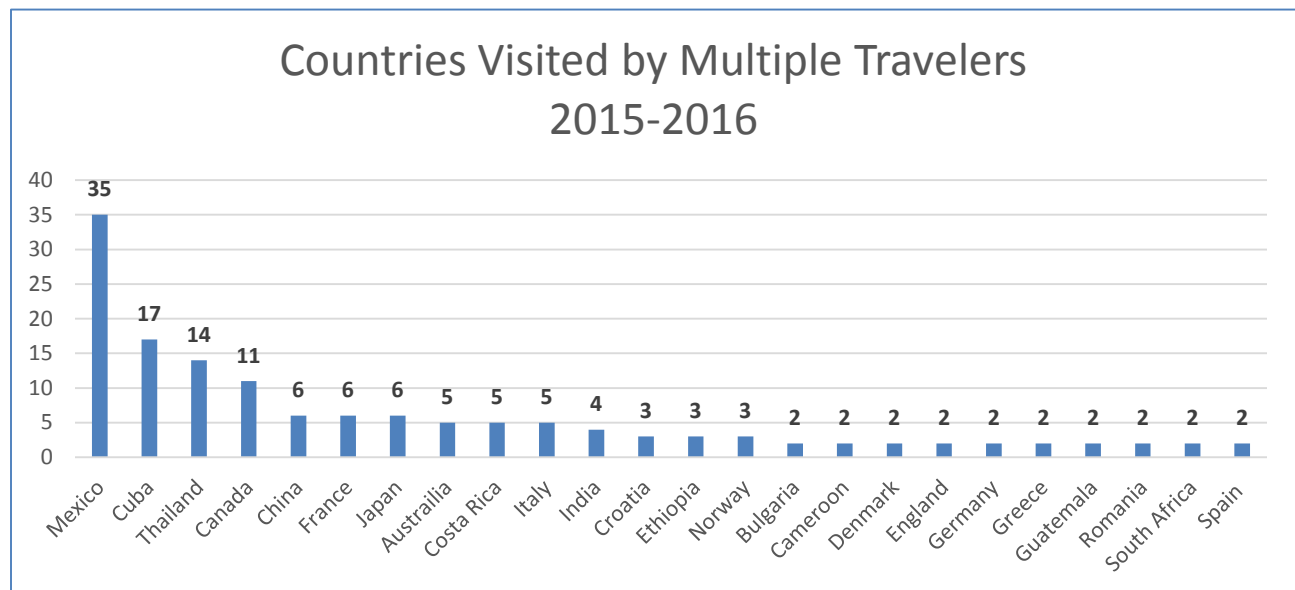
The campus also participates in the optional Special Event insurance program which allows the campus to transfer the financial responsibility through insurance coverage required of certain event organizers. On a case-by-case basis, insurance is procured by the event holder, naming the University as an additional insured.

Foreign Travel Insurance Program (FTIP)

It is imperative that CSUDH faculty, staff and students traveling internationally on university business do so in as safe a manner as possible. Risk Management/EHOS processes the requests for international travel insurance, through CSURMA, once the international travel has been approved by the President. In instances of travel to high hazard/war risk countries, RM/EHOS will assist in reviewing travel plans and safety measures as part of the approval process.

Risk Management and the College of Extended and International Education are planning to provide a series of training sessions to faculty on the international travel approval process during the 2016-2017 year. The following are FTIP statistics for our campus.

	2014-2015	2015-2016
Staff/Faculty Requests	63	76
Student and Volunteer Requests	26	77
Countries Visited	34	45
Total Combined International Travel Dates	2800	3108



Countries Visited by Only One Traveler:

- Angola
- Brazil
- Czech Republic
- Dominica
- Egypt
- Finland
- Ghana
- Indonesia
- Israel
- Jordan
- Malaysia
- Namibia
- Philippines
- Saudi Arabia
- Singapore
- South Korea
- Switzerland
- Taiwan
- Trinidad and Tobago
- United Kingdom
- Vietnam

Incidents

Risk Management/EHOS will investigate incidents reported to the department. Not all incidents occurring on campus are reported to RM/EHOS. Typical incidents reported include: slips, trips and falls, damage to vehicles, medical incidents, fire alarm activations, elevator door malfunctions, indoor air quality, chemical spills and broken equipment.

Liability Claims

CSUDH's liability claims, as contained in the iVOS systems, indicated the following new liability claims activity for the 2015-2016 period.

- Two claims opened during the fiscal year
 - 1 - Bodily Injury
 - 1 - Employment Claim

Note: While the bodily injury claim was filed against the University, it will be adjusted under an Auxiliary policy.

Auto Liability and Auto Subrogation Claims

CSUDH's auto liability, auto subrogation and incident only claims reported by the Office of Risk and Insurance Management (ORIM).

Claim Type	Description	2014-2015	2015-2016
Subrogation	Subrogation claim	2	1
Liability	State driver struck other party	3	2
Incident Only	Incident only claim	2	2
TOTAL		7	5

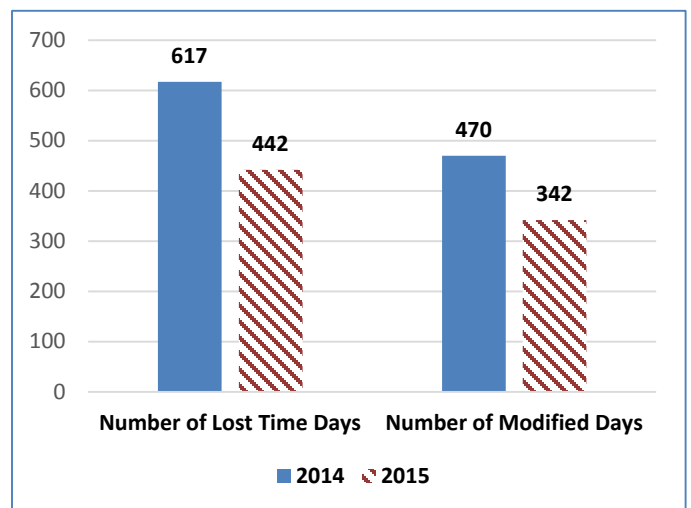
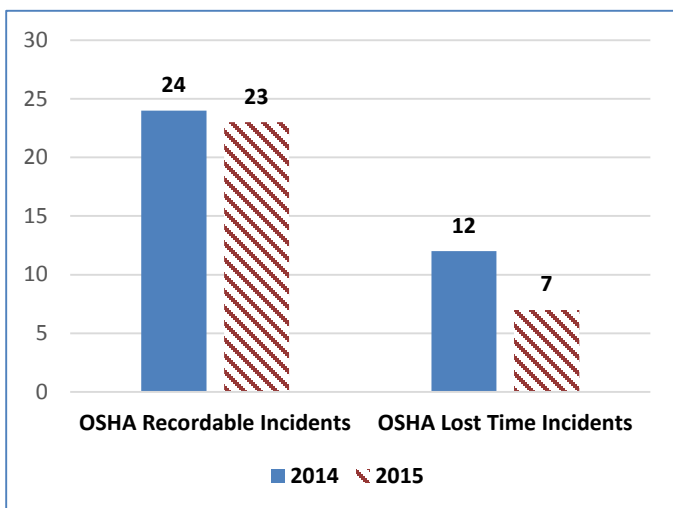
Cal/OSHA Form 300A “Summary of Work-Related Injuries and Illnesses”

Annually CSUDH is required to record and report serious work-related injuries and illnesses under Cal/OSHA recordkeeping requirements. A serious injury is defined as one that results in a fatality, loss of consciousness, days away from work, a restricted work schedule or job transfer, or a significant injury or illness diagnosis by a health care provider, or that requires medical treatment beyond basic first aid.

The injury and illness information is recorded on the Cal/OSHA Form 300 “Log of Work-Related Injuries and Illnesses” for injuries occurring January 1 through December 31. The information is then summarized onto the Cal/OSHA Form 300A, “Summary of Work-Related Injuries and Illnesses” and posted in designated campus locations accessible to the campus community from February 1 through April 30 of the following year. The Cal/OSHA Form 300A contains the total number of fatalities, missed workdays, job transfers or restrictions, and total recordable cases. It also includes the annual average number of employees and total hours worked by all employees during the prior calendar year.

Please note that first aid and documentation only cases are not recordable and therefore would not be included in these figures. Additionally we are only required to count lost time and job transfer or restrictions up to 180 calendar days per case. Human Resources Management is responsible for the completion of the Cal/OSHA 300 logs.

	2014-2015 1/1/14 - 12/31/14	2015-2016 1/1/15 - 12/31/15
OSHA Recordable Incidents	24	23
OSHA Lost Time Incidents	12	7
Number of Lost Time Days	617	442
Number of Modified Days	470	342



Workers' Compensation

Human Resources Management processes all workers' compensation claims on campus. The Workers' Compensation/ADA Manager notifies RM/EHOS whenever a new claim is filed. An initial accident investigation is conducted by the injured employee's supervisor to determine the cause of injury and recommendation to eliminate similar incidents from occurring. RM/EHOS will assist and conduct accident investigations. Any appropriate findings to reduce the frequency and/or severity of similar claims from occurring are addressed. Methods include working with the department, colleges and Facilities Services to address noted recommendation.

RM/EHOS meets regularly with the Workers' Compensation/ADA Manager to review workers' compensation claims, trends and results of accident investigations.

Claims by Cause of Injury

Cause of Injury	2014-2015 7/1/14 - 6/30/15	2015-2016 7/1/15 - 6/30/16	Change
Caught In, Under or Between	3	4	1
Chemicals	2	1	-1
Contact	2	2	0
Cumulative Injuries	0	5	5
Cut, Puncture, Scrape	5	4	-1
Dust, Gases, Fumes or Vapors	0	7	7
Fall, Slip, Trip	12	19	7
Falling, Flying or Struck by Object	3	7	4
Foreign Object in Eye	0	1	1
Insect Bite	0	1	1
Lifting	7	3	-4
Motor Vehicle	1	0	-1
No Physical Injury/Miscellaneous	4	3	-1
Pushing/Pulling/Reaching	2	1	-1
Repetitive Motion	3	4	1
Sprain, Strain, Twisting	3	2	-1
TOTALS	47	64	17

Claims Analysis

During the 2015-2016 fiscal year our reported incidents increased in three areas:

- Cumulative Injuries
- Fall/Slip/Trip
- Dust/Gases/Fumes/Vapors

Risk Management/EHOS and the Human Resources Management Workers' Compensation Manager analyzed the claims data and there is no specific activity or hazardous condition that these increases can be attributed to as the events resulting in these incidents did vary.

The greatest exposure to employees continues to be fall/slip/trip incidents. Employees should continue to keep an eye out for excessive water and/or debris in walkways, offices and restrooms. Any hazardous conditions noted should be reported to RM/EHOS and/or Facilities Services. Custodians should check for water/debris frequently and use the safety cones to alert the campus community of spills.



Resource to the Campus Community

Risk Management/EHOS continued to participate in pre-planning activities on campus to ensure risk management and safety related concerns are addressed during the planning stages of campus clubs and organizations events to meet required guidelines and policies. Keeping updated on major events on campus, conducting walk through inspections during the events and serving as a resource has reduced the liability to the campus.

Risk Management/EHOS will continue to seek opportunities to be involved in the pre-planning of major events on campus. The following are some of the campus events that took place during the year:

- Athletic Tournaments
- Commencement
- Filming on campus
- Labor, Social & Environmental Justice Fair
- Sports Camps
- Staff Appreciation Day
- Toro Days
- Welcome Week

The Manager of Risk Management/EHOS participated as a member of the following campus committees:

- Quality Improvement Committee (Student Health and Psychological Services)
- International Education Council (College of Extended and International Education)
- Emergency Planning Committee (University Police Department)

The Risk Management/EHOS department participates in the following:

- Campus-wide Health and Safety Committee
- Emergency Operation Center Team
- Institutional Animal Care and Use Committee



Collaborating with CSU Campuses

Risk Management/EHOS participated in scheduled teleconference meetings and requests for information through email with CSU campus risk managers, EHS directors and business continuity coordinators.

The regular conference calls and listserv email information sharing allowed collaboration on current policies, procedures, risk management, business continuity, environmental health and occupational safety topics affecting CSU campuses and Chancellor's Office. Topics discussed and areas of collaboration included the following:

- Business Continuity Planning
- Club Sports Program
- Collaboration with the UC system
- CSURMA Innovation Grant Program
- Drones/Unmanned Aircraft Systems
- El Nino Preparation
- Ergonomics web based tool
- Foreign Travel Insurance Program
- Fine Arts, Archives and Artifacts Program
- Minors on Campus
- Online/Web based training
- Small Municipal Separate Storm Sewer Systems Program
- Transportation Safety Exchange Program
- Workplace Violence



Participation in Professional Organizations

Risk Management/EHOS staff are members and participants of the following professional organizations:

- Disaster Recovery Institute International (DRII)
- Public Agency Risk Management Association (PARMA)
- Public Agency Safety Management Association (PASMA)
- University Risk Management and Insurance Association (URMIA)

Praesidium

During the 2015-16 year, Systemwide Risk Management provided CSU campuses access to Praesidium's *Know Your Score™* Self-Assessment tool and online training. The resources provided departments a tool to measure the strength of their existing policies and practices of addressing minors on campus.

Funding for Praesidium's resources during the 2016-17 year will change. Each campus will be allocated \$2000 in resources through a CSURMA. Any expenses over the allocated amount will be the responsibility of the campus. During the 2016-17 year, a series of four regional workshops are being planned to facilitate further discuss protecting minors on CSU campuses.



Environmental Health

Risk Management/EHOS continued to comply with all environmental health regulatory requirements. Compliance included:

- Air quality emission report
- Annual asbestos notification to the campus community
- Annual Business Plan for Hazardous Materials
- Hazardous waste disposal
- In-Use Off-Road Diesel Vehicle Regulation
- Small Municipal Separate Storm Sewer Systems

Small Municipal Separate Storm Sewer Systems (MS4)

California State University, Dominguez Hills continued its contract with Wheeler & Gray Consulting Engineers to assist in complying with our regulatory requirements under the Small Municipal Separate Storm Sewer Systems (MS4) Permit for Storm Water Discharges. RM/EHOS and Facilities Services participate in regular conference calls with regional CSU campuses who plan to collaborate on the public education and outreach requirements. It is anticipated that Wheeler and Gray will continue to assist the campus in our regulatory and reporting requirements during the 2016-2017 period.

Requirements for public education/outreach, storm water mapping/inspection/maintenance, and post-construction measures to reduce site runoff will continue.

Indoor Air Quality Surveys

RM/EHOS proactively responds to reports of indoor air quality issues on campus by researching and collaboration with internal departments and external vendors including Human Resources, Facilities Services, Procurement, Contracts, Logistical and Support Services, industrial hygiene consultants and remediation/restoration contractors. Services provided by RM/EHOS included asbestos sampling, coordinating industrial hygiene services (pre and post remediation) and indoor air sampling.

The Division of Administration and Finance funded an Indoor Air Quality Meter was purchased to assist in investigating and monitoring indoor air quality. The instrument measures and data logs multiple parameters simultaneously including Carbon Monoxide (CO), Carbon Dioxide (CO₂), temperature, humidity; and calculations are dew point, wet bulb temperature, and % outside air. The meter will be used to provide preliminary sampling of spaces where there are indoor air quality concerns.

Occupational Health and Safety

Keeping our faculty and staff safe on and off the job remains a priority of the Risk Management/Environmental Health and Occupational Safety department. Safety and health is the cornerstone of all activities of RM/EHOS.

Safety Training

RM/EHOS provides monthly training to the Facilities Services Department (Custodial, Grounds and Trades). Other departments invited to attend relevant training included the College of Arts and Humanities, College of Natural and Behavioral Sciences, Procurement, Contracts, Logistical and Support Services, University Housing and Loker Student Union.

Safety topics presented in 2015-2016 included:

- Aerial Lift Refresher Training
- Annual Asbestos Notification
- Eye Safety
- Hand and Power Tool Safety
- Hazard Communication: Container Labeling
- Heat Illness Prevention
- Portable Fire Extinguishers
- Safe Lifting
- Small Cart Safety
- Spill Clean Up Procedures
- Storm water Awareness
- Wet Weather Driving

Hazard Communication Training is regularly provided to departments who have new hires that are required to complete the training based on job duties.

To assist departments with fulfilling the small cart training requirements, a small cart training checklist was created and posted on the RM/EHOS website.

Written Safety Programs

RM/EHOS continues to review current written safety programs and procedures to ensure continued compliance with applicable Cal/OSHA, CSU and campus policies. The review of written programs and procedures will continue in the new fiscal year. The following programs were updated:

- Contractor Safety Program
- Exposure Control Plan

Ergonomic Evaluations

Workstation evaluations continue to be one of the top services requested of the RM/EHOS department during the year and 36 ergonomic evaluations were conducted for employees during the year. Risk Management/EHOS continues to maintain a number of loaner chairs available for employees to evaluate before purchasing. Loaner chairs are rotated among employees and adjusted for comfort and fit during the evaluation process. Workstation evaluations include sit/stand workstations, keyboard, equipment and monitor adjustments. Ergonomic safety tips are posted on the Risk Management/EHOS website.

Campus Safety Inspection

As part of a one-time division project funding, a review of written safety programs and campus inspection, focusing primarily on high hazard operations was approved. The review included onsite inspections of the University Theater, science laboratories, art studios, University Printing, Facilities Services operations and the Receiving Warehouse conducted by Mr. Dick Monod de Froideville. Mr. Monod de Froideville is a retired Cal/OSHA inspector with over 30 years of safety experience and is currently on the staff of the OSHA Training Institute on campus. The scope of work included conducting a “compliance” based audit of our campus’ current written safety programs, current laboratory safety inspection procedures, employee training goals and objectives and planned safety training for new employee and supervisors. His inspection assisted in identifying gaps in our safety programs and inspection protocols.

Theater Safety Inspection

In 2015 CSURMA entered into an agreement with the UC Office of Risk Services Performing Arts Center of Excellence (Brent Cooley) to provide loss control services for CSU’s theaters at all campuses. In August 2015, CSUDH received a comprehensive theater safety inspection report that identified 55 risk factors. Results of the inspection were shared with the College of Arts and Humanities and regular meetings were held to review the status of the corrective actions identified are mitigation efforts. Although many of the corrective action items have been resolved through implementation of best practices and work-order requests through Facilities Services, the remaining few corrective actions items are being addressed by Facilities Services and/or contracts with outside vendors who can provided the professional and specialized services required. The few remaining items not cleared during the 2015-16 year will continued to be addressed during the 2016-17 year.

Cal/OSHA

There were no Cal/OSHA inspections during the 2015-16 year.

CSURMA Innovative Grant

RM/EHOS submitted a proposal through the CSURMA Innovative Grant Program in the amount of \$17,923. CSURMA will match up to \$10,000 of the cost of the safety programs on campus. CSUDH and CSURMA each committed \$8962 in funding for the following projects approved by the CSURMA Executive Board:

- BullEx Intelligent Fire Training System
- Backsafe® FIT Injury Prevention Training
- Safety Training Brochures
- Adobe Articulate Software

RM/EHOS will explore grant funding projects for the 2016-2017 year.



Office of the State Fire Marshal Inspections

In June 2016, the State Fire Marshal began conducting the annual campus inspection. The State Fire Marshal will continue to be on campus during the 2016-2017 year until all buildings have been inspected. Facilities Services will be summarizing the findings and sharing the recommendations and required corrective actions with RM/EHOS. The State Fire Marshal serves as a resource for special event planning and construction plan reviews.

DMV Employer Pull Notice (EPN) Program

Risk Management/EHOS reviews pull notices for our drivers as they are generated. If a DMV report contains information that may limit an employee's ability to operate a motor vehicle as part of their job duties, a copy of the pull notice is sent to Human Resource Management for appropriate action.

RM/EHOS is notified by Human Resources Management of new hires or separated employees so that they can be added or removed from our active EPN list.

New Employee Orientation

Risk Management/EHOS presents a department overview at new employee orientation. Reference material are provided to each new employee.

Website

The [RM/EHOS website](#) continues to be updated and enhanced.



**RISK MANAGEMENT/
ENVIRONMENTAL
HEALTH AND
OCCUPATIONAL SAFETY**

- Business Continuity
- Ergonomics
- Environmental
- General Information
- Health and Safety
- Risk Management
- Safety Tips
- Staff Listing
- Training
- Vehicle Information
- Workers' Compensation

RISK MANAGEMENT/ENVIRONMENTAL HEALTH AND OCCUPATIONAL SAFETY

The intent of the Office of Risk Management/Environmental Health and Occupational Safety (RM/EHOS) is to minimize losses by creating and providing a safe and healthy environment for students, faculty, staff, and campus visitors through specially designed programs and services. Additionally, RM/EHOS assists campus operations and projects in minimizing environmental impacts, surpassing regulatory requirements, and practicing environmentally sound methods.

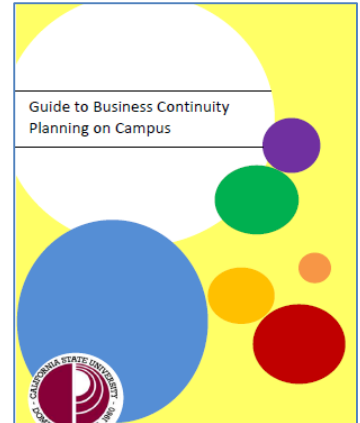
Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.
Location: SCC 1015
Tel: (310) 243-2895 or (310) 243-3012

Business Continuity

The ["Guide to Business Continuity Planning on Campus"](#) continues to provide a resource to those responsible for the development, maintenance and testing of their department's business continuity plan.

The goal of business continuity planning on campus is:

- To ensure that maximum possible service levels are maintained during a crisis, and
- To ensure that departments recover from interruptions as quickly as possible.



Although most departments have a basic plan in place the emphasis will need to be on continued plan development and maintenance.

The five areas of focus remain:

1. Department Identification
2. Critical Functions
3. Information Technology
4. Academic Instruction
5. Key Resources

Kuali Ready

CSUDH maintains a license for the Kuali Ready business continuity software planning program. The software allows campus departments to develop and maintain business continuity plans for their business unit.



CSU Business Continuity Affinity Group

The CSU Business Continuity Affinity Group holds regular conference calls to collaborate with other CSU campuses and Systemwide Risk Management on business continuity issues.

Business Continuity Training

Although there was not any formal business continuity training held during the year, business continuity training is available online through Skillport. Business Continuity resources are available on the RM/EHOS website.

**"Business continuity is not a project with a beginning and ending date,
it is a program to be managed indefinitely."**

Business Continuity Management

Summary

Risk Management/EHOS will continue to serve as a resource to the campus community. We will look for methods to minimize losses by creating and providing a safe and healthy environment for students, faculty, staff, and campus visitors through specially designed programs and services. RM/EHOS will actively assist campus operations and projects in minimizing environmental impacts, surpassing regulatory requirements, and practicing environmentally sound methods.

In 2016-2017, the following are goals and objectives for Risk Management/EHOS:

- Upon approval of the Presidential Memorandum addressing Minors on Campus establish a campus child safety task force to guide our youth protection initiative and obtain cross department collaboration.
- Review, analyze and provide recommendations for the effective role and responsibilities of the campus chemical hygiene officer.
- Develop a quarterly Risk Management/EHOS newsletter.
- Assist departments in meeting the goals of Executive Order 1014 by providing technical support and resources to departments to assist in their business continuity plan development, maintenance and training.
- Maintain CSUDH's Kauli Ready business continuity software license to enable academic and other campus departments a solution to maintain their plans.
- Develop an operations guide for the RM/EHOS department that will outline the roles, responsibilities and operations of the department.
- Serve as a resource to the CSUDH campus community.

This 2015-2016 Risk Management Annual Report for California State University, Dominguez Hills was prepared by the RM/EHOS department with data and information available at the time this report was written. Any errors and/or omissions have been without intent.