

## California State University, Stanislaus Risk Management Policy

**Effective Date:** May 1, 2001

### **Policy Statement**

The risk management policy of CSU Stanislaus is designed to provide a safe and secure environment and to proactively identify and minimize potential risks inherent in the operation of an educational institution with a variety of programs, services, facilities and equipment.

### **Responsibility**

All faculty, staff and student supervisory personnel will be involved in implementing the campus Risk Management Policy. It is the responsibility of the campus administrators to ensure that all CSU Stanislaus employees are aware of the risk management policy and remain committed to its implementation. Individuals and groups of individuals responsible for supporting the program by providing advice, information, and coordination include:

Risk Management Team – Responsible for assisting the campus community in identifying and evaluating risks associated with campus activities and identifying the best risk management techniques to address issues of risk and liability. This committee will develop resource documents and training programs to disseminate information to campus employees as appropriate. The committee will be advisory to the Vice President for Business and Finance who acts as the campus Risk Manager.

Committee membership shall include the Assistant Vice President for Financial Services, the Director of Human Resources, the Environmental Health and Safety Officer, the Director of the Health Center, the Director of Research and Sponsored Programs, the Assistant to the President for Equal Opportunity and Internal Relations and a faculty member from the sciences.

Financial Services – Responsible for oversight of the risk management program. Ensure appropriate language exists in all contract documents including facility and property leases, affiliation agreements, service and construction contracts, and performance contracts to minimize campus liability. Monitor campus insurance and liability costs and forecast future risk pool costs for budget planning. Act as campus liaison for liability claim

processing and litigation. Provide periodic updates and recommendations for policy/procedure additions/changes to risk management team.

Human Resources – Responsible for oversight of workers' compensation and other related programs, i.e. disability management program. Work closely with the campus benefits coordinator, department management and workers' compensation administrator to ensure effective case management on each workers' compensation claim. Monitor and evaluate program utilization and trends and provide program updates to risk management team. Identify potential loss and training issues and make recommendations to the risk management team. Make recommendations for changes to existing policies and procedures.

Environmental Health and Safety – Responsible for employee training on safety issues. Conduct periodic workplace inspections for potential loss-risk situations and report findings to risk management team. Review all employee injury and accident reports and look for trends identifying potential liability and/or training issues. Make recommendations for policy/procedure additions/changes to the risk management team.

Health Center – Responsible for assisting with the oversight of university community public health issues that may effect students and the university community at large. Work closely with the university community to make the university a healthful place in which to live and learn, where faculty, staff and students share common goals and work to support one another in the development of positive health behaviors, healthy environment and social arenas that promote and prevent disease.

Equal Opportunity and Internal Relations – Responsible for the oversight of the University's compliance with Federal and State non-discrimination statutes. Work closely with Human Resources and other appropriate divisions to ensure effective compliance mechanisms are in place. Annually assess the institution's equal opportunity efforts and make recommendations to modify or correct the University's recruitment practices.

Research and Sponsored Programs – Help faculty, staff and students obtain the support they need to achieve their scholarly objectives. The Office is responsible for proposal submissions and contract negotiations; managing risks associated with research with human subjects; and managing risks associated with research with animals.

Supervisors – Responsible for identification of potential risks on campus and bring these risks to the committee’s attention. Monitor employee awareness and communicate policies to them.

Employees – Must be aware of existing risk management policies and procedures and follow them at all times.

## **Risk Management Methodology**

The Risk Management Team will initiate risk management policies and procedures and disseminate such documents to the campus community. Faculty, staff and management employees shall identify and help manage risk issues associated with their programs and activities. The steps outlined below provide a methodology to effectively manage risk.

Identification of Risk – Due to the nature of campus activities and interaction with the community, the University is constantly exposed to various types of risk. There are four major kinds of risk employees should look for:

1. Losses resulting from death or injury of employees, students or guests.
2. Physical damage to property.
3. Loss of campus revenues due to property damage.
4. Losses resulting from fraud or criminal acts.
5. Losses resulting from non-compliance with Federal and State non-discrimination statutes.

Evaluation of Risk – Once a campus risk has been identified, it should be evaluated based on the criteria below:

1. Severity – amount of human harm or property loss that can occur.
2. Frequency – history of type of loss in the CSU system.
3. Predictability – ability to anticipate loss.
4. Probability – actuarial chance of a loss.
5. Duration – pattern of loss

Selection of Best Risk Management Technique – Based on the criteria above, the potential impact of a certain type of risk should be determined. The best risk management technique for the situation will be selected. Techniques may include use of waivers, additional training, purchase of insurance, identification of an alternate location for an event, etc.

Implementation of Best Risk Management Techniques – Once the best risk management techniques have been selected, campus administrators and the Risk Management Team will ensure that these techniques are implemented.

Monitor and Evaluate Results – Risk management techniques implemented to prevent or limit loss will be evaluated by the Risk Management Team to determine their effectiveness. Based on that evaluation, such risk management techniques will be employed in similar activities or alternate risk management techniques will be investigated.

Risk management is an ongoing process at CSU Stanislaus. The campus Risk Management Policy and associated procedures will continue to evolve as the campus grows and the nature of its activities change.

Successful implementation of this policy and procedures involves all employees in the on going management of potential risks. The Risk Management Team will meet at least quarterly to evaluate reports from appropriate administrators regarding claims, lawsuits, accidents, injuries, health and safety inspections, and regulatory agency compliance reviews. The Risk Management Team will compile a quarterly report of risk management activities to the Vice President for Business and Finance.

Approved:

*Signature on file*

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Marvalene Hughes, President

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Date