RISK MANAGEMENT PROGRAM
EVALUATION AND PROCESS

INTERNAL PROCEDURES

Approval: __________________________________________
             Risk Management & EHS Director

Approval: __________________________________________
             General Services & Risk Programs Director

Reviewed By: _______________________________________
             Vice President of Administration & CFO

Reference:
CSULA Risk Management Policy Section 7.0 /
Administrative Procedure #418
Risk Management Program Evaluation & Process Internal Procedures

Purpose:

The purpose of the Risk Management Program Evaluation & Process is to formalize the processes that exist to assist the campus in identifying significant exposures and to determine mitigation measures for those risks. Based on the overall evaluation, the University may choose to accept some or all of the identified risk due to educational or operational necessities and/or priorities.

Methodology:

There are four primary tools for identifying risk exposure on the campus, which are:

1. Program/Project Review
   - The process of reviewing contracts, grants and construction-related activities allows for an initial understanding, acceptance, or denial of the associated risks in the development of said agreements.
   - Attendance at construction planning, and kick-off meetings allow for a thorough evaluation of the scope and schedule of work.
   - Attendance at campus Special Event Committee meetings on a weekly basis, as conducted, to ensure that proper risk transfer practices are being employed.
   - Attendance at construction-project planning, development and pre-construction kick-off meetings allows for the Office of Risk Management & EHS to provide risk mitigation and/or transfer practices to further reduce campus exposure on these projects.
   - Attendance at pre-departure meetings associated with international travel allows for the dissemination of country specific information and promotes discussion that supports the reduction of exposure to travel participants while in-country.
   - The Office of Risk Management & EHS (RM/EHS) reviews all chemical purchases (University & Auxiliary) prior to issuance of a purchase order for adequacy of safety equipment, quantity, and hazards associated with the material. The RM/EHS has authority to approve or deny the purchase of any chemical by the campus.
   - The review and approval of all temporary food permits for events or activities on campus.
   - The campus maintains an active infrastructure enhancement program through the Planning & Construction Department. University structures are continually scheduled for minor and/or major capital improvement as funding and opportunity allows. The Office of Risk Management & EHS is an essential element in that planning and development process to ensure that the proper priorities are given to actions that reduce or eliminate adverse exposure to the campus community.
   - Attendance at the Institutional Animal Care Committee and Human Subjects for Research Committee.
2. **Inspections and Investigations**

- The Office of Risk Management & EHS conducts campus-wide building inspections based on identified risk (high or low) on a recurring two-year cycle. The “high” hazards buildings are inspected on an annual basis, while the “low” hazard buildings are inspected every two years.
- Periodic slip/trip/fall assessments are conducted jointly between EHS and Facilities Services to identify and correct deteriorating infrastructure outside of buildings.
- Each building on campus has a designated “Building Coordinator” that periodically conducts internal assessments of the building for reporting to the University Facilities Work Control desk.
- Annually the Office of Risk Management & EHS performs an external assessment of safety and health performance and/or claims with other CSU campuses to determine the peer adequacy of injury and illness prevention programs.
- The Biological/Radiation Safety Office conducts annual assessment of all laboratory facilities for conformance to University and regulatory requirements.

3. **Communication:**

- The University maintains the methods and means to communicate risk-related matters to the campus community through bulletins, brochures, and electronic media.
- The University has implemented a Facilities Work Request process whereby personnel on campus can call a pre-determined extension to report repairs and general maintenance. This process also allows for the requests to be coded “safety priority” triggering a more immediate response and resolution. Risk Management & EHS personnel utilize this process to initiate action(s) from unscheduled visits and inspections.
- On an annual basis, the Office of Risk Management & EHS develops a report to the President’s Office highlighting the events, issues and priorities facing the University.
- The University’s Injury & Illness Prevention Plan encompasses a Hazard/Incident Report form that can be used by any employee for submittal, corrective action and closure.
- Consultation with other CSU Risk Managers through the system-wide risk management list serve and other non-CSU related e-mail networks (PARMA, CSHEMA, etc…).
- The Office of Risk Management & EHS chairs a campus-wide committee known as the Risk Management & Safety Committee. This group brings various administrative support functions, University Auxiliary Services, Associated Students Inc., and union constituencies together to discuss and share safety and risk management related information on a monthly basis.
4. **Third-Party Consultation**

- The Office of Risk Management & EHS routinely consults with representatives from the Chancellor’s Office Risk Management, Driver-Alliant Insurance Services, Insurance Providers, and independent consultants to evaluate risk/exposure to the University by events/activities.
- The Office of Risk Management & EHS maintains open blanket purchase orders with chemical spill response vendors, laboratories, environmental consultant, and a fire prevention/equipment company. These contracts serve to augment the internal resources and capabilities of the staff in providing timely response to issues or concerns.

**Frequency of Risk Management Assessment**

The process of an overall risk management assessment of University activities is a continually occurring process, which is performed daily, weekly, monthly and annually. This responsibility resides within University administrators with control and direction provided by the Office of Risk Management & EHS. This multi-tiered approach allows for a constant and evolving risk reduction and/or mitigation process focused on serving the needs of the campus community while providing direction and stewardship towards the ultimate reduction of adverse exposure.

**Risk Mitigation Techniques**

The University utilizes a number of techniques to transfer, reduce and/or accept the risks associated with a particular activity, event, and/or business endeavor. Those can include, but are not limited to, the following:

**Risk Reduction**

a) Altering scope or purpose of an exposure;  
b) Incorporating safety features into an activity;  
c) Purchase of specialized insurance;  
d) Coordination meetings with Colleges, Schools and departments within CSULA;  
e) Heightened awareness through literature, lecture, training, and/or advisories;  
f) Enforcement of local, State, Federal laws, statutes, codes, regulations, and/or guidelines;  
g) Campus-wide drills, exercises, and/or infrastructure inspections.

**Risk Transfer**

a) Incorporation of contract/agreement language to defer insurance, workers’ compensation, and other liabilities back to the host entity/facility.  
b) Requirement for outside entities to procure insurance for campus events;  
c) Policies restricting use of State owned equipment by outside vendors;  
d) Incorporation of mutual indemnification statements in agreements signed by the University;  
e) Participant completion of the University General Release form.
Risk Acceptance

a) Based on a thorough review of the proposed activity, event and/or endeavor, a decision is made predicated on the financial, operational, institutional and academic benefits for the University as compared to the potential adverse impact(s).