



Administrative Procedure

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Subject: RISK MANAGEMENT AND SAFETY COMMITTEE

1.0. PURPOSE:

To advise the University community on the formulation of policies and procedures related to protecting University personnel, students, visiting public and property. The Risk Management and Safety Committee will be a standing committee reporting to the President.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University and its auxiliary organizations.

3.0. REFERENCES:

- 3.1. California Occupational Safety and Health Act (CAL/OSHA).
- 3.2. The CSU Environmental Health and Occupational Safety Program Development and Administrative Guide, Revised September 10, 1980.
- 3.3. The CSUC Industrial Disability Leave Administrative Guide.
- 3.4. California Administrative Code, Titles 8, 17, 19 and 24.
- 3.5. State Administrative Manual (SAM), Sections 0601, 0750.1, 2400-2599, 8243, 8657-8.
- 3.6. Cal State L.A. Administrative Procedure 007, "Campus Physical Planning Committee."
- 3.7. Faculty Handbook, "Fiscal Policy Committee Subcommittees" and "Radiation Safety and Biohazards Committee."
- 3.8. Collective Bargaining Agreements, Units 1, 2, 3, 4, 5, 6, 7, 8, and 9.
- 3.9. California Workers' Compensation Act.

3.10. California State University Executive Order 715 – Risk Management Policy.

4.0. POLICY:

- 4.1. The Risk Management and Safety Committee will advise in the formulation of policies that ensure the health and safety of all members of the campus community and provide economical protection of the University's resources.
- 4.2. The Risk Management and Safety Committee will form ad hoc advisory subcommittees to address issues related to the operation of the Committee.

5.0. DEFINITIONS:

- 5.1. Risk--Uncertainty concerning the probability of an occurrence. Also, the occurrence of financial loss not offset by opportunity for gain.
- 5.2. Loss--A measure of the negative financial impact of an occurrence. Such occurrences would include theft, damage to property, bodily or other personal injury. Loss also includes costs of investigation, adjustments, and claim defense.
- 5.3. Risk Management--Minimizing loss by prevention, avoidance, spreading, retention, acceptance, or transfer of risk.
- 5.4. Risk Management and Safety Committee--The Committee membership, appointed by the President, shall be as follows:
 - 5.4.1. University Risk Manager, will serve as Chair.
 - 5.4.2. Environmental Health and Safety Officer.
 - 5.4.3. Chemical Safety Officer.
 - 5.4.4. Radiation Safety Officer.
 - 5.4.5. Workers' Compensation Liability Manager.
 - 5.4.6. Biological Safety Officer.
 - 5.4.7. Appointee from Public Safety, recommended by Director of Public Safety.
 - 5.4.8. Appointee from University Auxiliary Services, Inc., recommended by the University Auxiliary Services, Inc., Executive Director.

- 5.4.9. One faculty member recommended by the Academic Senate.
- 5.4.10. One appointee from each collective bargaining unit (1, 2, 3, 4, 5, 6, 7, 8, and 9).
- 5.4.11. Appointee from Associated Students, Inc., recommended by the Associated Students, Inc., Board.
- 5.4.12. Appointee from Information Resources Management, recommended by the Vice President for Information Resources Management.
- 5.4.13. Appointee from Facilities Services, recommended by the Director of Facilities Services.
- 5.4.14. Appointee from Facilities Planning and Construction, recommended by the Director of Facilities Planning and Construction.
- 5.4.15. Appointee from the Student Health Center, recommended by the Director of the Student Health Center.

6.0. RESPONSIBILITIES:

- 6.1. The Risk Management and Safety Committee will serve in an advisory capacity to the President and is charged with the following:
 - 6.1.1. Participation in the development of policies and procedures to:
 - a. Ensure that the safety of students, employees and the public is paramount.
 - b. Assess the risk potential of University programs, academic and otherwise.
 - c. Reduce the risk of personal and property loss by avoidance, spreading and/or transfer of risk.
 - d. Establish programs to reduce/eliminate hardships that might affect injured employees.
 - e. Comply with applicable safety laws and regulations.
 - f. Monitor the effectiveness of environmental health and safety and loss prevention programs.

- 6.1.2. Participate in and provide assistance with campus disaster preparedness.
 - 6.1.3. Participate in the development of standard operating policies, procedures, definitions, and forms as relates to safety and risk management.
 - 6.1.4. Participate in the development and/or review of all safety related capital outlay projects.
 - 6.1.5. The Committee shall not address matters that are within the scope of representation for any CSU bargaining unit.
- 6.2. The University Risk Manager will prepare the Committee agenda, minutes and coordinate the preparation of an annual report to the President on the activities of the Committee.

7.0. PROCEDURES:

- 7.1. Meetings--The Risk Management and Safety Committee will meet once a month to review requests and recommend action to the President.
- 7.2. Items for Consideration--All items for consideration are to be submitted to the University Risk Manager, who will either act on the items and report such action to the Committee, or refer the item to the Committee for consideration.
- 7.3. Annual Report--The University Risk Manager will coordinate preparation of an annual report to the President. This report will be presented June 1st of each fiscal period and will summarize the University's activities, performance, and initiatives related to risk management and risk reduction.

8.0. APPENDICES:

N/A