



ASSOCIATED STUDENTS, INCORPORATED  
CALIFORNIA STATE UNIVERSITY, LOS ANGELES

ADMINISTRATIVE MANUAL

Risk Management Policy

Policy 208

1.0 PURPOSE:

To establish policy and procedures regarding risk management and safety program/training to aid in the identification and evaluation of risk, to facilitate the selection and application of the best risk management, and to provide safe and healthy working conditions for all employees and A.S.I. Members.

2.0 REFERENCES:

- EO 1069
- Technical Letter RM 2011-05
- JCSUAM Section 1300 Auxiliary Organizations Administration

3.0 POLICY STATEMENT:

It is the policy of Associated Students, Inc. that accident prevention shall be considered of primary importance in all phases of operations and administration. This policy is in compliance with California Code of Regulations (CCR) title 8, Section 3203 standards.

It is the intention of A.S.I.'s management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees and A.S.I. Members.

The prevention of accidents is an objective affecting all levels of the organization and its activities. It is, therefore, a basic requirement that each supervisor make the safety of employees and A.S.I. Members an integral part of his or her regular management function. It is equally the duty of each employee and A.S.I. Member to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training; however, if an employee or A.S.I. Member is ever in doubt as to how to do a job or task safely, it is their duty to ask a qualified person for assistance.

Employees and A.S.I. Members are expected to assist management in accident prevention activities. Unsafe conditions must be reported. Any injury that occurs on the job, even a slight cut or strain, must be reported to management as soon

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as possible. In no circumstance, except an emergency, should an employee or A.S.I. Member leave a shift without reporting an injury that occurred.

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The Executive Director and or designated staff is responsible for the implementation and management of the Injury and Illness Prevention Program.

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A.S.I. is a tenant of the University-Student Union and maintains office space on the second floor of University-Student Union. The A.S.I. space will be maintained and all activities will be conducted in a manner that will ensure the maximum level of safety and security for students, employees, and interests of the U-SU, Cal State LA, and the general public. The facilities and activities will at all times be in compliance with local, state, and federal laws and regulations; and will meet professional standards established by California State University, Los Angeles.

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4.0 DEFINITION:  
None

5.0 PROCEDURE

5.1 The safeguarding of corporate assets shall be provided through a risk management program that will ensure all risks not transferred or eliminated are covered through an external insurance program, which shall be reviewed annually. Under the program, A.S.I. will maintain insurance protection:

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- 5.1.1 Against loss or damage to tangible property,
- 5.1.2 Against loss or damage to property of others, if any,
- 5.1.3 For bodily injury, for which the corporation may be responsible, and
- 5.1.4 Against responsibilities imposed by law, as a result of the acts of the corporation, its employees, or the use of its funds.

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5.1.5 Employee insurance plans are not covered by this policy statement.

5.2 A.S.I. Safety Program will evolve as the nature of A.S.I. activities change

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5.2.1 It is the policy of Cal State LA A.S.I. that accident prevention shall be considered a primary importance in all phases of operations and administration (i.e. initiative, program, service providing, and daily working conditions).

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5.2.2 The designated staff member will ensure that A.S.I. complies with all university requirements that govern campus, academic, or international field trips.

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5.2.3 Risk Management Elements

5.2.3.1 A.S.I. shall manage risk through a process of anticipation/identification, evaluation, and control. This management process is designed to allow A.S.I. to carry out its mission with the lowest practicable risk exposure. A.S.I. management shall meet as needed to review potential risk situations and recommend appropriate action.

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#### 5.2.3.1.1 Anticipation and Identification

The following methods shall be used to anticipate and identify risks related to campus environment and A.S.I. activities:

- Review and assess Worker's Compensation claims and Employer's Report of Occupational Injury or illness documents
- Schedule and conduct safety inspections
- Investigate accidents and near misses
- Assess campus public safety issues and crime statistics
- Review allegations of inappropriate treatment of students, staff, and visitors
- Investigate and assess reported safety hazards
- Review and evaluate student activities, especially field trips, community service, projects, sanctioned activities, etc.
- Evaluate A.S.I. contracts for construction, materials, services, etc.

The kinds of risk that employees or A.S.I. Members should be alter to include:

- Situations that could lead to death, injury, or inappropriate treatment of employees, students, and guests.
- Physical damage to A.S.I. Property
- Loss of revenues due to property damage
- Liability claims against A.S.I. due to damage to non-A.S.I. property, and
- Losses resulting from fraudulent or criminal acts

#### 5.2.3.1.2 Evaluation

Identified risks the pose a potentially precedent-setting, board, or major impact to A.S.I. shall be evaluated by the Executive Director or designee and other units as appropriate, based on the following criteria:

- Severity-the amount of human harm or property loss that can occur
- Frequency of exposure-how often the event or activity, takes place
- Predictability- the ability to anticipate losses associated with specific activities or conditions
- Probability-the actuarial chance of loss

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In order to select the most practicable method of reducing exposure, the Executive Director or designee shall further evaluate risks, taking into consideration cost implications and realized benefits associated with the activity.

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Identified risks which pose a narrow and/or case-specific impact will be evaluated by the applicable administrative unit for the determination of appropriate control or mitigation measures.

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#### 5.2.3.1.3 Control

Based on the above criteria and assessment, the Executive Director or designee shall determine what method of control provides the most effective means of risk reduction without compromising the mission of the A.S.I. The general types of suitable control techniques used shall include:

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- Avoidance
- Loss prevention and reduction
- Risk transfer

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#### 5.2.3.1.4 Program Monitoring

- The Executive Director or designee shall continually review and monitor activities to ensure that the goals of the risk management and safety program are achieved. An annual review of occupational injury and illness summary reports, ~~property~~/personal injury claims reports, and reported 'near miss' incidents shall be prepared by the Executive Director or designee as a basis for evaluating the overall effectiveness of the risk management and safety program. This evaluation process is intended to ensure that the risk management and safety program remains effective and thus, reduces A.S.I.'s exposure to foreseeable risks and associated losses.

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5.3 A.S.I. shall indemnify, to the full extent permitted by the California Nonprofit Corporation Law as it may from time to time be amended, any person made or threatened to be made a party to any threatened, pending or completed action, suit or proceeding whether civil, criminal, administrative, by reason of the fact he or she is or was a director, trustee, officer of

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employee of the Corporation; or is or was serving at the request of the Corporation as a director, trustee, officer, or employee of another corporation, partnership, joint venture, trust or other enterprise. The indemnification provided shall not be deemed exclusive of any other rights to which any person seeking indemnification may be entitled under the articles of incorporation or the regulations, or any agreement, vote of shareholders, or disinterested directors or trustees, or otherwise, both as action in his or her official capacity and as to action in another while holding such director, trustees, officer or employee and shall insure to the benefit of the heirs, executors and administrators of such a person.

Policy History:

- Approved: 06/03/99
- Approved: 11/29/12
- Pending:

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