



OFFICE OF THE PRESIDENT

MEMORANDUM

CALIFORNIA STATE UNIVERSITY, LONG BEACH
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July 12, 1999

To: Campus Community

From: Robert C. Maxson
President *RCM*

Subject: Campus Risk Management Policy Statement

As part of our responsibility as a campus in the California State University System, we are required to address issues of risk management and liability for activities, programs and incidents related to the campus. I am writing to share with you the campus Risk Management Policy. Our paramount concern is to attempt to ensure the protection of life and safety of our students, faculty, staff and visitors in an environment that promotes learning, creativity and productivity. In addition, the protection of campus property from damage or loss is vital to our ability to continue to provide the quality of education and the level of support services that we enjoy.

Every campus employee contributes to--and shares responsibility for--our mission to manage our risk without unduly curtailing or modifying activities necessary or important to the campus mission. In order to more effectively promote this mission, however, I recognize that we may need to provide assistance and information to address these sometimes complex issues and meet these responsibilities.

To provide that assistance, I asked Maryann Rozanski, Director of Safety and Risk Management to develop expertise in risk management analysis and the application of risk management techniques and to share that expertise with the campus community. She and the entire staff of the Office of Safety and Risk Management are available to assist you in meeting your responsibility to minimize loss and the associated costs of risk. Her office provides information on risk management policies and practices through issuance of Risk Management Memos, delivery of training programs and by responding to your individual needs and concerns.

It is very important that all of us consider these issues in an effort to conduct our programs and activities in a manner that does not impose an unreasonable risk of injury or loss. I encourage you to follow the guidance contained in the CSULB Risk Management Memos and to seek further assistance or clarification from the Office of Safety and Risk Management when necessary.

Warmest personal regards.

**CALIFORNIA STATE UNIVERSITY LONG BEACH
RISK MANAGEMENT POLICY STATEMENT**

Effective Date: April 1, 1999

I. Policy Statement

It is the policy of CSU, Long Beach to conduct programs and activities in a manner that does not impose an unreasonable risk of loss or injury.

II. Campus Risk Management Program

The campus risk management program includes policies and programs designed to reduce or eliminate losses arising from injury to person or damage to property and includes legal liability imposed upon the university when the injury or damage has been caused, at least in part, by university officers or employees.

The campus risk management program is intended to provide the campus community with the ability to manage risk without unduly curtailing or modifying activities necessary to the university's mission.

III. Purpose

The ultimate goal of an effective risk management program is to develop a proactive program designed to reduce the frequency and severity of incidents leading to loss and to minimize associated costs.

III. Responsibility

The Office of Safety and Risk Management is 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. The Office of Safety and Risk Management will develop resource documents and training programs to disseminate information to campus employees as appropriate.

The Office of Procurement and Support Services is responsible for negotiating appropriate language in all contract documents including facility leases, affiliation agreements, service and construction contracts, performance contracts and property leases to ensure that liability to the campus is minimized as much as possible. Campus administrators are responsible for ensuring that the negotiated provisions of all contract documents are implemented and monitored. Campus administrators are responsible for ensuring that faculty and staff employees are aware of the campus commitment to risk management and to ensure that they are provided with the necessary information to enable them to act accordingly to minimize the adverse effects of accidental loss to the campus. To meet this responsibility, campus administrators shall maintain awareness of the resource documents developed by the Office of Safety and Risk Management and confer with the Office of Safety and Risk Management on

matters requiring expertise and assistance available from the office. They shall also encourage faculty and staff employees to do the same. In addition, campus administrators shall participate in training activities designed to provide information about risk management techniques and procedures and encourage participation by faculty and staff employees.

IV. Risk Management Methodology

In response to activities of risk with applicability to a broad campus audience, the Office of Safety and Risk Management shall initiate risk management policies and procedures and disseminate such documents to the campus community. Campus administrators, faculty and staff employees shall identify and manage risk associated with their program or activities. The following steps provide the methodology to effectively manage risk:

- A. Identification of Risk – Consider the probable risk to life and probable damage to property resulting from an activity.
- B. Evaluation of Risk – While all activities carry some measure of risk, not all risks require intervention. Once identified, the seriousness of identified risks shall be evaluated.
- C. Selection of the Best Risk Management Technique – Once a risk has been evaluated and a determination made that intervention is necessary, the best risk management technique for the situation shall be selected. Techniques may include the use of waivers, purchase of insurance, training, identification of an alternate location for an event, etc.
- D. Implementation of Best Risk Management Technique – Once the best risk management technique has been selected, administrators shall ensure that the technique is implemented.
- E. Monitor and Evaluate Results – Loss incurred or prevented by the implementation of a selected risk management technique shall be evaluated to determine its efficacy. Based on that evaluation, such risk management techniques shall be employed in similar activities or alternate risk management techniques shall be investigated.

V. Program Evaluation and Reporting

The Office of Safety and Risk Management shall establish goals and employ both quantitative and qualitative measurements to monitor campus success in meeting those goals. The Director, Safety and Risk Management shall prepare an annual risk management report addressing goals, issues and activities associated with the campus risk management effort.