California State University Bakersfield
Risk Management Policy

Effective Date: July 1, 1999

Policy Statement

As approved by the President, the Risk Management Policy of California State University, Bakersfield (CSUB) was specifically designed to identify and measure all types of risk to the campus, and to implement risk management techniques that do not prevent the University from carrying out its mission.

Administrators & Responsibilities

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

CSUB Safety and Risk Manager - Responsible for the implementation and evaluation of campus wide safety and risk management policies. Insures that the campus is compliant with all federal and state health and safety regulations. Reports changes and safety and risk issues to the Vice President for Business and Administrative Services.

Director of Personnel – Reviews all campus Human Resource Policies to identify any risk management issues. Reports changes and issues to the Vice President for Business and Administrative Services and coordinates with the Safety and Risk Manager.

Director of Procurement and Support Services – Responsible for negotiating appropriate language in all contracting documents, including insurance specifications, hold harmless clauses, and professional liability coverage. Reports to the Associate Vice President for Fiscal Services and coordinates with the Safety and Risk Manager.
Policy Description

The CSUB Risk Management Policy is a campus wide policy that coordinates all of the current health and safety policies and procedures. However, risk management is not limited to just health and safety matters, and includes other areas such as contractual litigation, discrimination, and sexual harassment. It is the goal of the Risk Management Policy to identify and evaluate risk, select and implement the best risk management techniques, and monitor the results.

**Identifying Risk** – The nature of CSUB’s activities, and its position in the community, constantly expose the campus to various types of risk. All campus employees are required to report any situations that they feel will put the campus at risk of loss. The five major kinds of risk that employees should look for include:

1. Losses resulting from the death or injury of employees, students and guests;
2. Physical damage to property;
3. Loss of campus revenues due to property damage;
4. Liability or loss of the campus assets due to its responsibility for damage to others; and
5. Losses resulting from fraud or criminal acts.

The risk management administrators will meet quarterly to review all reported potential risk situations. In addition, the Safety and Risk Manager will perform an annual risk inspection of the campus grounds.

**Evaluating Risk** - Once the different types of risk to the campus have been identified, the campus Safety and Risk Manager will attempt to evaluate them based on the following four criteria:

1. Severity – The amount of human harm or property loss that can occur;
2. Frequency – The history of different types of losses in the CSU system;
3. Predictability – The ability to anticipate losses; and

**Selecting Risk Management Techniques** – Based on the above criteria, the campus Safety and Risk Manager will rank the various types of risks in order of their potential impact to the campus. The Safety and Risk Manager will then perform a cost benefit analysis to determine the appropriate risk management techniques to apply. The types of suitable techniques that can be used include:

1. Avoidance;
2. Loss Prevention and Reduction; and
3. Risk Transfer.

**Implementation** – After the risk management techniques have been selected, there will be a campus wide effort to ensure that they are implemented. Specific goals and
Responsibilities will be established to develop a system of accountability for the various campus departments. In addition, a reporting system will be developed to ensure that all actual and potential incidents are promptly reported to the campus Safety and Risk Manager. It will be the Safety and Risk Manager’s responsibility to investigate all reported incidents and implement an appropriate risk management technique. A summary and analysis of all reportable incidents, and the risk management techniques applied, will be retained to help the Safety and Risk Manager monitor and evaluate the results of the risk management program.

**Monitor and Evaluate Results** - The Safety and Risk Manager will continually review the campus policy and monitor campus activities to insure that the goals of the risk management policy are being achieved. The annual record of reported incidents and implementation of risk management techniques will be used as a basis for evaluating the overall effectiveness of the Risk Management Policy. The campus Vice President for Business and Administrative Services will set goals and objectives that will be part of the Safety and Risk Manager’s annual performance evaluation. This evaluation process should prevent the Risk Management Policy from becoming obsolete, and exposing the campus to unanticipated losses.

Risk management will be an on-going process at CSUB. The campus Risk Management Policy will continue to evolve as the campus grows and the nature of its activities change. However, the goals of the Risk Management Policy should always be to identify and evaluate risk, select and implement the best risk management techniques, and monitor the results.