

Risk Management

Policy No.: 725-30

Effective: 4/01/08

POLICY:

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

PURPOSE:

The purpose of the CSU Northridge Risk Management program is to develop proactive programs that will reduce the frequency and severity of incidents leading to injury and loss and to minimize associated costs.

RESPONSIBILITIES:

Environmental Health and Safety (EH&S)/Risk Management:

- Assist campus community to recognize and evaluate risks associated with campus activities and to identify the best risk management technique(s) to address issues of risk and liability.
- Develop resource documents and training programs to disseminate information to campus community.
- Coordinate the management of all claims against the University including communication with University counsel (see Procedures for more detail).

Purchasing and Contracts Administration:

- Responsible for negotiating appropriate language in binding agreements including facility leases, affiliation agreements, service and construction contracts, performance contracts, Service Learning agreements and property leases to ensure that campus risk exposure is minimized as much as possible.

Campus Administrators:

- Ensure that employees are familiar with campus risk management policies and procedures and that department activities are consistent with these procedures.
- Consult with campus Risk Manager when potential conflicts with campus risk management policies or procedures arise.
- Ensure that campus obligations in contract documents are monitored and implemented.

Employees:

- Responsible for adhering to campus risk management procedures and for notifying supervisor or campus Risk Manager when potential conflicts with campus policies arise.

PROCEDURES:

Risk Management Methodology:

The following methodology will be used to identify and manage risks that may impact the campus:

- **Identification of Risk:** Conduct a systematic review of an activity or event to determine the potential for risk to life or property that could occur through negligence or accident.
- **Evaluation of Risk:** Carefully examine the event or activity to determine the seriousness of the loss exposure and methods for mitigating the exposure.
- **Selection of Best Risk Management Technique:** After a risk has been identified and evaluated, a risk management technique or combination of techniques is selected to minimize the probability or severity of a loss. Techniques may include use of waivers, additional insurance, training, or modification of the event.
- **Implementation of Best Risk Management Technique:** Once the best risk management technique is selected, campus administrators will ensure that it is implemented.
- **Monitor and Evaluate the Results:** Risk Manager will continually monitor and evaluate the effectiveness of chosen risk management techniques. As part of this process, risk management techniques may be modified to improve risk mitigation or to limit impact on campus event or activity.

Risk Management Programs and Procedures:

EH&S/Risk Management has developed a number of programs and procedures aimed at reducing risks associated with certain campus activities. The programs and procedures can be found on the [Environmental Health and Safety: Insurance and Risk Management](#) page and include:

- Procedures for academic field trips
- Rental car and automobile liability information
- Property and liability claims reporting procedures
- Procedures for student internships and Service Learning agreements
- Procedures for waivers and releases
- Special Event, Special Collections and travel insurance programs
- Procedures for deviations from standard contract requirements
- Coordination of Claims with University Counsel

The number and complexity of liability claims involving the University has increased substantially in recent years. Because of the legal issues embedded in those claims, the University must work closely with the Office of General Counsel (OGC). To facilitate coordination in this regard between the University and the OGC, the Campus Risk Manager has been appointed to be the channel through which information, questions and communications, concerning emerging claims, will be communicated to the OGC.

In fulfilling this role, the Risk Manger's responsibilities will involve the following actions:

- Accumulation and transfer of requested materials and documents to General Counsel and assigned legal representatives

- Arrangements for internal/external meetings and conferences Internal fact-finding and "mini-investigations" in connection with pre-litigation claims as appropriate.
- Internal distribution of related materials and documents
- Assessment of claim validity and development of potential solutions
- Risk assessment of decisions
- Faculty and Staff depositions and interviews
- Presentation of recommendations to affected departments
- Development of defense documentation
- Negotiation of settlements and informal resolutions
- Consultation with General Counsel and legal representatives

The Risk Manager will also be available for questions, and participate as appropriate, in department meetings about the loss potential of claims or loss prevention techniques and practices.

It is important to point out that the Risk Manager is only responsible for coordinating the University's handling of and response to claims and should be viewed as an internal resource in this regard. Key claim management decisions will be made in consultation with the appropriate division, college or department.

PROGRAM EVALUATION AND REPORTING:

Ongoing performance of the risk management program will be monitored by the Risk Management Working Group (RMWG). This group meets regularly and includes administrators from EH&S, Risk Management, Workers' Compensation and Employee Relations. The RMWG also establishes annual goals and objectives and prepares an annual report that reviews the progress towards these goals and addresses other current issues and activities important to the campus risk management effort.

FURTHER INFORMATION:

Environmental Health and Safety Office, 818-677-2401

APPROVED BY THE PRESIDENT