



ASSOCIATED STUDENTS, INC.

STANDARD OPERATIONS POLICY & PROCEDURE MANUAL

POLICY: RISK MANAGEMENT POLICY

EFFECTIVE DATE: DECEMBER 11, 2015

APPROVAL DATE: DECEMBER 11, 2015

PURPOSE

The purpose of this policy is to protect the interests of the Associated Students, Inc. (herein called ASI) by providing a safe environment for members of ASI, its employees, guests and other participants in activities and services provided by ASI. An ongoing review of all activities shall be made by those employees involved to determine that safety regulations, appropriate staffing, and proper equipment are utilized in any activity.

It is the policy of ASI to mitigate risk related to activities in which it is engaged. ASI management personnel shall identify, analyze, and manage activities and programs to ascertain that effective procedures are in place or developed for programs of ASI.

POLICY AND PROCEDURES

- A) Professional staff may be delegated authority and responsibility by the Executive Director to carry out this policy in routine programs.
- B) The Executive Director/Designee may consult with appropriate risk management authorities before approving any program which can be defined as new, unusual or suggesting risk to ASI.
- C) Identification and Assessment of Risk
 - 1) The Executive Director/Designee, along with delegated staff, shall identify and assess risk exposure. Sufficiently trained staff shall be assigned to the program to ensure that the potential for injury and property damage is minimized.
 - 2) To protect the financial security of ASI and its officers and employees, the Executive Director/Designee shall secure for ASI various forms of insurance and in sufficient amounts to protect those areas insured. Limits for all lines of coverage shall be in amounts sufficient to meet all CSU, campus and any other requirements, if appropriate.
 - 3) ASI shall retain legal counsel for advisement to the Executive Director/Designee. Programs which may have unusual risk exposure shall be presented by the Executive Director/Designee to the university Vice President of Student Affairs, university Risk Manager, and CSURMA/ AORMA.
 - 4) When coverage is not available through any insurance source, programs may not take place.
 - 5) For those operations and/or programs which are conducted by Contract and Agreement, operations and programs shall at all times be in compliance with insurance and indemnity hold harmless requirements stipulated in those Contract and Agreement documents. Stipulated requirements shall denote insurance that shall be carried by the Contract holder

(contractor), naming ASI, California State University San Marcos, the California State University and the State of California as additional insureds which are to be held harmless by the Contractor for all Contractor operations and programs which are conducted in conjunction with ASI.

D) Reduction and Mitigation of Risk

1) All reasonable steps shall be taken by ASI personnel to reduce and mitigate risk exposure in ASI operations and programs. The following steps shall be taken on a regular, ongoing basis:

- a) Consultation with the Executive Director/Designee and other management personnel.
- b) Consultation with the university police department and office of Safety, Risk and Sustainability Services.
- c) Safety and risk management training for all ASI applicable staff, board representatives and student employees.
- d) The Executive Director/Designee will ensure that supplemental risk insurance is required for special events in accordance with recommendations from CSURMA/AORMA.

E) The Executive Director/Designee shall analyze and take appropriate reasonable action to determine that each program adheres to this policy. Issues which cannot be resolved may be referred to the university Risk Manager.

F) The policy may be evaluated as necessary to reflect substantial organizational, financial or physical changes or any change required by law or by other governing policy.

G) Related Documents

1) The California State University Risk Management Authority (CSURMA)

<http://www.csurma.org/>

2) CSUSM Risk Management Policy

http://www.csusm.edu/policies/active/documents/risk_management.html

3) The California State University, Office of the Chancellor, Risk Management Policy, Executive Order 715. <http://www.calstate.edu/eo/EO-1069.html>

4) California State University, Office of the Chancellor, Compilation of Policies and Procedures for CSU Auxiliary Organizations, Section 8.7 – Financial Standards, Fiscal Viability and Records – Risk Management.

<https://www.calstate.edu/FT/auxorg/PDF0800/CompBody.pdf>

5) University Auxiliary and Research Services Corporation Human Resources Illness and Injury Prevention Program (IIPP)

<https://www.csusm.edu/uarsc/documents/policies/iippprogram.pdf>