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POLICY:	RISK MANAGEMENT AND PROPERTY & CASUALTY INSURANCE	POLICY #:	150
SECTION:	GENERAL ADMINISTRATION	EFFECTIVE:	03/15/2012
		HISTORY:	NEW

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### **PURPOSE**

This policy defines the steps to be taken for risk management. Risk Management guidance is designed to identify and evaluate risks to which the CSU Fullerton Auxiliary Services Corporation (ASC) may be exposed, reducing or eliminating losses from injury to persons, damage to property and costs incurred in the defense of lawsuits through appropriate management action. Risk Management is also concerned with preservation of assets and protection against loss of earning power.

The ASC risk management policy includes identification and evaluation of risk factors: 1) property (i.e., crime, earthquake, fire and flood) and 2) casualty, (i.e., D&O professional, liability, general and excess liability). Insurance coverage is purchased to establish a framework within which the ASC's services, programs and activities, can be effectively managed.

### **BACKGROUND**

The ASC has long practiced a conservative approach to risk management and has transferred risk of identifiable hazards to insurers through purchase of comprehensive insurance coverage. This approach and the practices to implement it are integrated into the ASC's operations.

Section 8.7, "Risk Management," of the Manual of Policies and Procedures for Auxiliary Organizations of the California State University identifies the need for clarification of risk management policy and practices on the campus by and between the university and its auxiliary organizations, especially in the case of joint programs or activities.

On October 27, 1999, the Chancellor issued Executive Order No. 715, which recognized risk management as an essential program of the CSU system. This Executive Order defines the subject of Risk Management on a broad policy statement for the CSU system.

### **POLICY**

The ASC recognizes its role of stewardship over physical assets, which are used to establish trusts, as well as stewardship of ASC resources. This responsibility requires due concern for the safety of members of the public who make use of ASC services, projects or programs.

### **Loss Prevention**

The ASC recognizes its responsibility to ensure appropriate deductibles are determined by the Executive Director with due consideration of insurance market conditions.

### **Insurance Acquisition**

The ASC practice is to review insurance coverage on an annual basis (per page 3, item 1). The ASC is not obligated by operation of any statute or regulation to award contracts for insurance to any insurance underwriter, broker, agent, risk retention group or other similar group or organization. The ASC will continue to purchase insurance from insurers who are financially sound with superior industry administrative ratings. Premium costs are an essential element in the evaluation of any proposal for insurance coverage.

### **Cooperative Programs**

The ASC is alert to opportunities for cooperative action with other entities when such cooperation is mutually beneficial in treatment of risks requiring special consideration, cost and service. Any such cooperative activity shall be evaluated by the ASC's Chief Financial Officer (CFO) and other staff as necessary. The final determination for the course of action shall be reviewed and approved by the Executive Director.

### **Management of Risks**

The management of risks of loss to the ASC under the above policy shall be the responsibility of the Chief Financial Officer CFO. It is the CFO's duty to identify risks, determine the means of eliminating, abating, transferring or accepting these risks and advise the Executive Director on these considerations. The CFO will evaluate recommendations of the ASC's insurance broker and present them to the Executive Director as needed.

When the ASC cannot eliminate or economically withstand a risk of loss, insurance shall be purchased to cover the risk. The form and sufficiency of various policy limits for protection of the ASC shall be determined by CFO in concert with the Executive Director.

### **Management Standards/Guidelines**

The Risk Management program is implemented consistent with this policy statement. Written program guidelines include the following criteria to identify hazards and risks for analysis.

1. Annual review of scope of coverage and the limits of insurance policies in relation to activities and liability exposure; including annual review of Insurance Survey provided by broker;
2. Quantification of activities, services and support activities in which the ASC is involved;
3. Minimum insurance coverage and limits by types of authorized activities;
4. Activity relationships in which there is or may be joint or shared responsibility and liability with respect to contracts, employment, occupancy of premises, or oversight of facilities, programs or services between the ASC and/or other entity; and
5. The exclusion of risks or activities which the ASC is clearly unwilling to undertake under any and all conditions, including those which may be prohibited or pose such a high

degree of risk as to jeopardize the feasibility of the activity or constitute a threat to the ASC.

The following program elements for risk management are integrated into the ASC's operations:

1. Annual review of scope of coverage and the limits of insurance policies in relation to activities and liability exposure;
2. The ability to partially or entirely self-insure risks, as areas of risks are discovered or determined;
3. Monitor and maintain insurance coverage as assets are acquired or disposed of and claims are processed;
4. Conduct routine inspections and inventory of physical assets;
5. Identify areas and activities involving joint/shared risk (i.e. pooling of risk);
6. Conduct ongoing safe practice/risk avoidance training and reinforcement effort with employees covering all risks;
7. Observe implementation of safe practices; and
8. Institute disciplinary measures to insure implementation of risk management.

### **Program Practices**

ASC management shall establish and maintain the following documented risk management practices.

1. Analysis of new activities (especially assumption of contractual liability) in terms of risks;
2. Periodic review of risks, exposures, activities and properties;
3. Assessment of risk exposure on and off premises, in operations, through contracts, and with avoidance/prevention efforts;
4. Accident/loss monitoring;
5. Submission of civil law suits or potential litigation issues to insurance company for bodily injury, property damage, personal injury, contractual disputes or advertising injury to investigate and defend for which excess and umbrella liability insurance coverage apply;
6. Systematic claims assessment to insure claims are properly administered;
7. Information dissemination to ASC projects related to risks;

8. Assessment of risk management as a component of management performance evaluations; and
9. Develop disaster preparedness plan.

**Program Organization**

The Executive Director in concert with the CFO may periodically identify how the Risk Management Program is to be organized including

1. Appropriate delegation of authority;
2. Performance of program duties and task assignments;
3. Role of risk management; and
4. How risk management program/staff interacts with safety, security, legal and employee relation functions.

**APPROVAL**

Approved by the ASC Board of Directors on 03/15/12, effective immediately.