

Santos Manuel Student Union
of
California State University, San Bernardino
Risk Management Policy

PURPOSE

The purpose of this policy is to protect the interests of the Santos Manuel Student Union of California State University, San Bernardino hereinafter referred to as the corporation, by providing a safe environment for members of the corporation, its employees and other participants in activities and services of the corporation. 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.

IMPLEMENTATION

Santos Manuel Student Union (SMSU) management personnel shall review activities and programs to ascertain that effective procedures are in place or developed for programs of the corporation. Professional staff may be delegated authority and responsibility by the Executive Director or designee to carry out this policy in routine programs. The Executive Director or designee may consult with appropriate specialists before approving any program which can be defined as new, unusual or suggesting risk to the corporation. The board of directors will be consulted and/or advised when there is sufficient risk exposure to suggest cancellation of any program.

PROCEDURE

The Executive Director or designee, along with appropriate staff, shall assess risk exposure. Sufficient trained staff shall be assigned to the program to insure that the potential for injury and property damage is minimized.

To protect the financial security of the corporation and its officers and employees, the Executive Director or designee shall secure for the corporation various forms of insurance and in sufficient amounts to protect those areas insured. Public liability coverage shall be in an amount of at least \$2 million to comply with the agreement made with holders of the SMSU bonds as provided in the lease agreement with the Trustees of the California State University.

The corporation shall retain legal counsel for advisement on issues and programs being reviewed by the Executive Director or designee. Programs which may have unusual risk exposure shall be presented by the Executive Director or designee to the corporation's insurance carrier for review. Generally, only those programs accepted by the insurance carrier will be approved. When coverage is not available through any insurance source, programs may not take place without full knowledge and approval of the board of directors, appropriate University Police officials and the

university president.

REDUCTION OF RISK

All reasonable steps shall be taken by corporation personnel to reduce risk exposure. The following steps shall be taken on a regular, ongoing basis:

1. Consultation with the Executive Director or designee and other management personnel.
2. Consultation with the Chief of University Police and Director of Environmental Health and Safety of the university.
3. Training for all employees; the content of which is to focus on safety procedures and development of the awareness of and sensitivity to good and safe practices.
4. Periodic safety programs for all employees shall be conducted during work-time and by specialists retained by the corporation. The Executive Director or designee shall schedule these programs to meet general and particular areas of concern.
5. Executive Director or designee will report annually to the board of directors and is accountable to insure that policy is adhered to.
6. Executive Director or designee will insure that supplemental risk insurance is required for special events under the guidance of the SMSU's insurance carrier.
7. Executive Director or designee will require hold harmless for all contractors and subcontractors doing work in the SMSU. Insurance is required for contractors, subcontractors, and service providers for special events under the guidance of the SMSU insurance carriers.
8. Employees who handle cash/checks will go through the process of a background check.

EVALUATION OF RISK

The Executive Director or 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 CSUSB Risk Management committee for evaluation. The policy shall be reviewed annually before fall quarter classes begin to allow for revisions as needed.

Approved SUBOD 2-25-92

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Amended SMSU BOD 6-7-07

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