

Event/Activity Title			
Responsible Person		Department	
Date of Event/Activity		Campus Wide	
Contract/Vender		Contract/ PO#	

Determine the risk and subsequent losses from activities under the contract

1	What activities will take place?			
2	Who could be harmed? (i.e. University personnel, students, contractor’s personnel, general public)			
3	Are crowds or bystanders likely to be involved?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES, Please explain
4	What property could be damaged?			
5	Is there a possible pollution exposure?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES, Please explain
6	Will inherently dangerous activity be involved?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	IF YES, Please explain
7	How likely is it that the University will be a defendant in the event of a loss?	<input type="checkbox"/> LOW/ REMOTE <2% Chance of occurrence	<input type="checkbox"/> MEDIUM / POSSIBLE 2% 25% Chance of occurrence	<input type="checkbox"/> HIGH/ PROBABLE >25% Chance of occurrence

Based upon the preceding Risk Identification and Evaluation, The Campus is amending standard practices described in Executive Order No. 849 with regard to Insurance Requirements. The Exception Requested is indicated below.

1	Exception to insurance coverage requirement.	<input type="checkbox"/> AL	<input type="checkbox"/> GL	<input type="checkbox"/> WC	<input type="checkbox"/> Other
		From		To	
2	Exception to AM Best Rating.	<input type="checkbox"/> AL	<input type="checkbox"/> GL	<input type="checkbox"/> WC	<input type="checkbox"/> Other
		From		To	
3	Exception to insurance minimum limits.	<input type="checkbox"/> AL	<input type="checkbox"/> GL	<input type="checkbox"/> WC	<input type="checkbox"/> Other
		From		TO	
4	Exception to indemnification or endorsement requirements.	<input type="checkbox"/> AL	<input type="checkbox"/> GL	<input type="checkbox"/> WC	<input type="checkbox"/> Other
		From		To	
5	Other Notes				

Approvals

Procurement/Contracts	(name)	(signature)	(date)
Risk Management	(name)	(signature)	(date)

RISK MATRIX

REQUIRES RM REVIEW. YES ANSWERS ARE REQUIRED DOCUMENTS. SUBMIT DOCUMENTS TO RM FOR REVIEW.
 LOW RISK ACTIVITY. RM REVIEW NOT REQUIRED.

Event/Activity Type	Written Contract is required; no exceptions	Buyer to verify CSU General Insurance Provisions have been met	Additional Insured Endorsement (AIE) Required	30 day written notice of cancellation endorsement	AM Best Rating of no less than an A	Comments
1 Guest Lecturer/Musician/Model Program/Article Evaluator Reviewer/Appraiser/Editor Translator * Independent Contractors	NO	YES or NO	N/A for AIE YES - Insurance provided. Attach COI to PO NO - Insurance not provided. Complete and sign the form below indicating event/activity is low risk and insurance is being waived. Attached the signed Risk Matrix form to the PO.	N/A	N/A	*Independent Contractors - If the service provided exceeds \$4,000, a Risk Evaluation Form is required and must be approved by Risk Management. In addition, the IC agreement is required and must be attached to PO.
2 Guest Lecturer/Speaker High Risk	YES	YES	YES - REQUIRES RM REVIEW	YES	YES	Subject matter is considered controversial or sensitive and may trigger crowd control issues.
3 Transportation - Bus/Chartered services	YES Pre-approved companies only via Purchasing.	YES In addition, limit on Auto Liability must be \$5 million; Umbrella policy must cover Auto Liability if limit is less than \$5 million.	YES General Liability AIE form CG2026 form or a blanket endorsement form is acceptable; Designated Auto Endorsement form CA2048 or its equivalent.	YES	YES	Waiver of Subrogation on GL and WC required; Primary and Non-Contributory language required.
4 Armored Car Services	YES			YES	YES	
5 Construction (JOC) - Activity that involves significant alterations to real property (buildings) or fixed property permanently attached to the building structure.	YES	YES	YES Increased insurance limits may be required depending on the scope of work. The following AIE forms are required for GL: CG2010 - to cover ongoing operations and CG2037 to cover the completed operations; WC: Waiver of Subrogation form. Equivalent forms are acceptable.	YES	YES	If any of the endorsement forms are missing, submit to RM for review.
6 Specialized Equipment - Cranes, Backhoes, and other types of construction equipment	YES	YES		YES	YES	
7 Hazardous Waste	YES	YES	YES Same forms as JOC plus the MCS-90 endorsement form for hauling hazardous waste.	YES	YES	
8 Specialized License (TOSA) - Activities that requires a license to perform the activity. Ex: Architects, Design Consultants, Recruiters, Lawyers, Accountants, Financial Advice/Planners etc.	YES	YES	YES General Liability AIE form CG2026 form or a blanket endorsement forms are acceptable. No AIE form is required for Professional Liability.	YES	YES	Professional Liability limits - \$1,000,000 per claim/\$2,000,000 aggregate is acceptable.
9 Minors - Participants under the age of 18, overnight activity etc.	No However, A Facility Use Agreement may be required	YES	YES - REQUIRES RM REVIEW	YES	YES	Background check/fingerprinting and Sexual Abuse & Molestation insurance may be required depending on the activity.
10 Sports/Athletic activities		YES	YES - REQUIRES RM REVIEW	YES	YES	Signed Liability Waivers are required by participants for non-Cal Maritime sponsored events.
11 Non-Public Works Services (non - construction)	YES Provide scope of work to RM for review	YES	May be waived depending on the scope of work. RM REVIEW IS REQUIRED FOR ALL WAIVERS.	May be waived depending on the scope of work.	YES	This category applies to any Vendor who comes on campus to provide a service. Services may include but not limited to: maintenance services such as fax/copier repair, photographers, equipment set ups and consultants.