

## Department of Safety & Risk Management Annual Strategic Plan

**AY 2017-2018**

*A Reflection of Organizational Excellence*

### MISSION



*The mission of the Department of Safety & Risk Management (SRM) is to provide an independent and objective assurance designed to enhance and improve the University's operations. The SRM aims to assist the University to accomplish its objectives by applying a systematic approach to evaluating and assessing risk management, controls, compliance mechanisms, and stewardship processes.*

### VISION



*The Department of Safety & Risk Management will be regarded as a valued resource by management, students, faculty, and staff. SRM will perform audits, reviews, and investigations in a spirit of cooperation and partnership with objectivity, fairness, openness, and in accordance with the highest professional and ethical standards. In addition, SRM will provide an institutional perspective on audit issues to assist in the seamless integration of operational, administrative, and technical resources and operations.*

### CORE VALUES



**(SPIRIT)**

*Safety, People, Integrity, Responsibility, Innovation and Teamwork in dealing with others, toward the principles of the institution.*

											
Risk Management	Transportation	Personal Protective Equipment	Hazardous Materials Management	Ergonomics	Material Handling	Safe Work Practices/Accident Prevention	Working at Heights/Elevated Work	Emergency Response	Controlling Hazardous Energy	Marine/Water Safety	Continuous Improvement / Change Management

## STRATEGIC INITIATIVES FOR ACADEMIC YEAR 2017-2018

**Strategic Initiative 1:** Enable excellence in University safety and risk management through integrated processes and procedures

- **Goal 1.1: Reduce institutional risk through assessment and annual audit plans**

- **Strategy 1.1.1:** Conduct risk assessments, evaluations, inspections and surveys to determine any potential risks to the University.

**Performance Measure(s):**

- 1.1.1.1 Annually review operational risk that may affect ongoing management processes.
- 1.1.1.2 Annually review compliance risk relating to external laws, rules and regulations, as well as internal policies and procedures.
- 1.1.1.3 Annually determine strategic risk that may affect the institution's ability to achieve its goals.
- 1.1.1.4 Chancellor's Office Audit results

- **Goal 1.2: Provide a responsive compliance system that monitors the successful operations of all University activities.**

- **Strategy 1.2.1:** Assess and monitor all business processes for risk as a means to aid in Cal Maritime being an internationally recognized institution.

**Performance Measure(s):**

- 1.2.1.1 Maintain and strengthen a responsive compliance system that monitors the successful operation of all University activities, consistent with institutional, state and federal regulations annually
- 1.2.1.2 Annually conduct internal audits, reviews, and investigations to ensure compliance with applicable laws, regulations, policies and procedures.
- 1.2.1.3 Establish appropriate internal controls to ensure that resources are safeguarded against loss and misuse on an annual basis.

- **Goal 1.3: Continued development of SRM re-engineering and modernization safety process management initiative**

- **Strategy 1.3.1:** Enhance and manage the University's SRM integration process re-engineering and modernization efforts.

**Performance Measure(s):**

- 1.3.1.1 Conduct periodic audits, evaluations, assessment reviews, and investigations to ensure compliance with applicable laws, regulations, policies and procedures.
- 1.3.1.2 Consult with division managers to assess and modernize processes.
- 1.3.1.3 Ensure 100 % integration of processes across functional areas by 2020.
- 1.3.1.4 Provide quality assurance for all SRM process designs through annual review.
- 1.3.1.5 Monitor the implementation of process changes to ensure timely and accurate information for making decisions.
- 1.3.1.6 Execute and monitor continuous improvement strategies.

- **Goal 1.4: To provide stewardship, accountability for behavior based safety culture**

- **Strategy 1.4.1:** Provide appropriate training and employee development on an annual basis, including meeting the minimum training requirements identified by regulatory agencies such as Cal OSHA.

**Performance Measure(s):**

- 1.4.1.1 The development of both classroom and eLearning safety and risk training modules.
- 1.4.1.2 Require staff to attend professional development training, seminars, and workshops that are certified as allowable Continued Professional Education credits to ensure compliance.