



### Risk Management Policy

<b>Policy Number:</b>	AF 09-003
<b>Policy Administrator:</b>	Vice President, Administration and Finance
<b>Policy Initiator:</b>	Director of Safety and Risk Management
<b>Authority:</b>	EO 1069 Risk Management
<b>Effective Date:</b>	November 2014
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<b>Approved:</b>	President Thomas A. Cropper
<b>Approval Signature:</b>	/s/

**Purpose:**

The purpose of the Risk Management Policy is to strengthen the proper management of risks through proactive risk identification, risk management, and risk acceptance pertaining to all activities within the California State University Maritime Academy (Cal Maritime) and its Auxiliaries.

**Scope:**

The policy applies to all employees of Cal Maritime. In addition, the program shall apply to all students, volunteers, and visitors at Cal Maritime, as well as contractors engaged in work on behalf of Cal Maritime and its auxiliaries.

**Accountability:**

The Director of Safety and Risk Management at Cal Maritime is responsible for ensuring the scope of this policy is covered with case-by-case assessments of institutional processes and events. Risk management procedures shall be reviewed periodically for compliance with the system-wide guidelines.

**Policy:**

Cal Maritime and its Auxiliaries shall adhere to all Risk Management related Executive Orders (EO) and Technical Letters issued for system-wide compliance by CSURMA and Chancellor's Office.

**Procedures:**

Hazard Identification, Risk Assessment & Control Table (HIRAC) process is used to identify, assess and risk-rank all Cal Maritime related activities in order to ensure that Cal Maritime programs, activities and work controls are appropriately addressing risks.

The HIRAC assessment will be reviewed annually, when new activities are introduced that create or modify assessed risks, and when worksite observations or accident/incident experience identify previously unrecognized or incorrectly categorized risks.

Any individual at any level of the institution may use this guide to assess and plan responses to risks and opportunities in their area. For the most part, however, risk assessments at Cal Maritime will be conducted along primary pathways:

1. As part of Cal Maritime's annual process, "responsible officials" (deans, vice presidents, directors, or other senior officials designated as responsible for a risk) will be asked to identify and assess the *institutional-level* risks and opportunities for which they are responsible.
2. Cal Maritime senior management or trustees may choose to conduct a risk assessment of a planned, institutional, strategic initiative to inform decision-making.
3. Vice presidents, deans, directors, or other senior officials may, at their option, conduct a risk assessment for their area that considers college-, school-, division-, or department-level risks in addition to institutional-level issues.

Environmental Health, Safety, and Risk Management representative (EHSRM) shall be responsible for selecting the members of the EHS HIRAC Team as appropriate to the scope of the EHSRM and for ensuring the effective implementation and continual improvement of this procedure.

EHS HIRAC Team shall be comprised of knowledgeable staff, management, and/or consultants who are assigned by the EHSRM to participate in a HIRAC workshop following this procedure.

Senior Management of the Campus shall be responsible for providing the EHS HIRAC Team with the necessary support and any required resources to ensure that this procedure is carried out effectively.

Results of all risk assessments and response plans are collected by the Director of Safety and Risk Management in the Office of the Vice President of Administration & Finance and entered in the University's risk database to facilitate monitoring and reporting.

**Resource links**

Risk mitigation efforts for minimizing losses are described in detail within documents available at:

1. <https://www.csum.edu/web/fiscal-services/risk-management>
2. <http://www.csurma.org/Pages/default.aspx>
3. [http://www.calstate.edu/risk\\_management/rm/](http://www.calstate.edu/risk_management/rm/)
4. <http://www.calstate.edu/EO/>