

LOKER UNIVERSITY STUDENT UNION, INC. RISK MANAGEMENT POLICY

PURPOSE

The purpose of this policy is to protect the interests of the Donald P. and Katherine B. Loker University Student Union, Inc. hereinafter referred to as the corporation, by providing a safe environment for members of the corporation, its employees, guests 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

Loker Student Union (LSU) 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 to carry out this policy in routine programs. The executive Director may consult with appropriate specialists before approving any program which can be defined as new unusual or suggesting risk to the corporation.

PROCEDURE

The Executive Director, 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 Directors shall secure for the corporation various forms of insurance and in sufficient amounts to protect those areas insured. Limits for all lines of coverage shall be in amounts sufficient to meet all CSU, campus and bond covenant requirements.

The corporation shall retrain legal counsel for advisement to the Executive Director. Programs which may have unusual risk exposure shall be presented by the Executive Director to the corporation's insurance carrier and or campus risk manager for review. When coverage is not available through any insurance source, programs may not take place without full knowledge and approval of the Executive Director, appropriate University officials and the university president.

For those operations and or programs which are conducted within the LSU by Contract and Agreement or Sublease, operations and programs shall at all times be in compliance with insurance and indemnity/ hold harmless requirements stipulated in those Contract and Agreement or Sublease documents. Stipulated requirements shall denote insurance that shall be carried by the Contract or Sublease holder (contractor), naming the Loker Student Union, CSUDH, CSU and the State of California as additional insureds which are to be held harmless by Contractor for all Contractor operations and programs which are conducted within or in conjunction with the LSU.

REDUCTION OF RISK

All reasonable steps shall be taken by corporation personnel to reduce risk exposure, both in LSY operations and programs as well as in operations and programs of others conducted in the LSU by contract, lease or sublease agreement. The following steps shall be taken on a regular, ongoing basis:

- Consultation with the Executive Director and other management personnel.
- Consultation with the Chief of University Police and Director of Risk Management, Environmental Health and Safety of the university.
- Training for all employees; the content of which is to focus on safety procedure and development of the awareness of and sensitivity to good and safe practices.
- Periodic safety programs for all employees shall be conducted during work-time and by specialists retained by the corporation. The Executive Director shall schedule these programs to meet general particular areas of concern.
- Executive Directors will report annually to the board of directors and is accountable to insure that policy is adhered to.
- Executive Director or designee will insure that supplemental risk insurance is required for special events under the guidance of the LSU's insurance carrier.
- Employees who handle cash/checks will be fingerprinted.

EVALTUTION OF RISK

The Executive Director shall analyze and take appropriator reasonable action to determine that each program adheres to the policy. Issues which cannot be resolved me be referred to the CSUDH Risk Manager for evaluation. The policy shall be reviewed annually to ensure no revisions are required.