



SB 2015-2016:13

RISK MANAGEMENT POLICY

Purpose:

The purpose of this policy is to protect and safeguard the legal and financial interests of Associated Students, Inc., hereinafter referred to as ASI. It is the goal of ASI to provide a safe environment for its employees, volunteers, guests, and participants in activities and services provided by our organization. All activities and services shall be subject to ongoing review by ASI employees involved to ensure that appropriate consultation, safety regulations, appropriate staffing and proper equipment are taken care of in connection with any ASI activity or service.

Policy:

- The ASI Executive Director and all ASI management personnel shall review programs, activities and services to ensure that appropriate risk management precautions and procedures are in place or developed. ASI staff may be delegated authority and responsibility by the ASI Executive Director to undertake this responsibility in routine programs and activities. The ASI Executive Director may consult with campus and external risk management professionals, as well as ASI Legal Counsel, prior to the approval of any program or service that is new, non-routine and can potentially expose ASI to risk.
- ASI shall be in compliance with the risk management requirements of the California State University (CSU) system, California State Polytechnic University, Pomona (Cal Poly Pomona) and bond covenant provisions, as applicable.

Implementing Procedures:

- The ASI Executive Director and appropriate ASI management/staff shall assess risk exposure for ASI programs and activities. Trained ASI staff shall be assigned to ensure that the risk of personal injury and property damage is minimized with respect to ASI programs and activities.
- The ASI Executive Director/designee shall secure appropriate insurance coverage in sufficient amounts to protect the legal and financial interests of ASI. The types and limits of such insurance coverage shall meet the CSU, Cal Poly Pomona and bond covenant requirements, as applicable.
- The professional services of legal counsel and other specialists shall be arranged for ASI in order to provide appropriate advisement to the ASI Executive Director/designee. Programs and activities that are new, non-routine or present potential exposure shall be presented to the ASI Executive Director for consultation with campus risk management, legal counsel and other specialists. When coverage is not available through any insurance provider, programs and activities may not take place without the written approval of the ASI Executive Director and/or appropriate Cal Poly Pomona administrator.
- Any aspect of ASI's operations, including the Bronco Student Center (BSC), Bronco Recreation and Intramural Complex (BRIC) and Children's Center covered by contract, agreement or sublease shall at all times be in compliance with insurance and indemnity/hold harmless provisions stipulated in these documents. All ASI operations shall be in compliance with CSU policy and regulations that require naming ASI, Cal Poly Pomona, CSU and the State of California as additional insureds and that these entities be held harmless by a contractor or service provider.

Risk Management Approach:

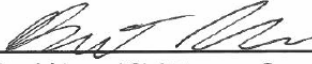

Timely and reasonable steps shall be taken by the ASI Executive Director/designee to minimize risks in all ASI programs and operations, as well as operations and programs conducted for ASI by contract, lease or sublease agreement. On a regular and continuing basis, ASI shall undertake the following steps:

- Consultation with ASI Executive Director and designated management personnel
- Consultation with Cal Poly Pomona Chief of Police, Risk Management officer and/or Environmental, Health and Safety officer
- Training for ASI staff on safety precautions and procedures, development and application of good and safe practices
- Periodic safety programs for all ASI staff during work hours and training provided by specialists contracted by the organization
- ASI Executive Director keeping the ASI Senate informed on pertinent risk management matters
- ASI Executive Director/designee ensuring that CSU required types and limits of insurance coverage are maintained on a continuing basis for ASI
- ASI Executive Director/designee ensuring that supplemental insurance is secured for special events, as applicable, under the guidance of ASI's insurance broker
- Compliance with the background check requirements established by the CSU Systemwide Human Resources Background Check Policy (Code HR 2015-08)

Policy Implementation and Review:

The ASI Executive Director shall evaluate potential risks and take reasonable action to ensure that ASI programs and activities and operations for the BSC and BRIC are in adherence to this policy. The ASI Executive Director may engage in appropriate consultation regarding risk management issues.

This policy shall take effect immediately, following approval by the ASI Senate.

FOR ASI USE ONLY:	
ASI Senate Approval Date:	April 21, 2016
Verified By:	
	4/21/16
David Lee, ASI Attorney General	Date
Approved By:	
	4/22/16
Julian Herrera, ASI President	Date