HAZARD RISK ASSESSMENT
AND MITIGATION PLAN PROCEDURES

The purpose of this Hazard Risk Assessment and Mitigation Plan document is to
develop a process to assist the campus in identifying hazard risks and propose and
document mitigation measures for those risks. The process can be used for either
major or minor hazards although clearly the mitigation process and planning that would
go into the major hazards such as earthquakes would be far more complicated and
would take much more effort to develop than a trip and fall problem brought to our
attention as a result of a minor incident.

I. Risk Identification

An inherent need in any program is the creation of a plan for the identification of
potential loss sources through an ongoing process of evaluation of risk
exposures. The most common methods of identification of risk are through the:

1. Continuous review of policies, procedures, new projects, and new
   contractual relationships by the Risk Manager and other members of the
   campus Risk Management Committee. Generally, these will be staff with
   training and expertise in safety and risk.
2. A regular inspection of operational areas
3. Reports from faculty and staff of areas of concern
4. Injury Reports
5. Incidents of claims and legal judgments

II. Program Administration

Wherever there is activity, there is exposure. Many incidents need to be
considered on a campus-wide basis such as natural disasters, trip and fall,
employment practices, etc. while other exposures can be directly attributed to a
specific department/program. With this in mind, the evaluation may be
completed by the risk manager, the Risk Management Committee, departments,
program administrators or a combination of the above.

The Risk Management Committee will identify the exposures and will determine
the assignment of persons, department, group, etc. to complete the evaluation in
accordance with established procedures. The risk manager will provide support
as need to all evaluation team(s) and, of course, as requested for unlisted
activities requiring immediate attention.
III. Evaluation of Risk

Items identified above will be assigned for consideration. Before determining how to proceed, evaluators will need to assess the risk exposure (probably by reasonable estimation). Items to consider include but are not limited to:

1. What are the activities involved and are they inherently dangerous?
2. What is the probability of an incident occurring?
3. Who can be harmed and what property could be damaged?
4. What is the magnitude of a possible loss if an incident does occur?
5. Can passers-by or innocent bystanders become involved?
6. What is the impact operationally of various techniques or combination of techniques on programs?
7. What is the likelihood of risk reduction through various administrative techniques?
8. What are the current trends and legal cases?

IV. Selection of Best Risk Management Technique

After a determination and assessment of a risk is made, the evaluators (Risk Manager, Risk Management Committee, etc) will consider various alternative techniques or combination of techniques in selecting a process that will minimize the frequency and/or severity of the possible loss. At a minimum, the following should be considered:

1. Risk transfer through the purchase of insurance
2. Educational programs and training of Staff
3. Risk elimination/reduction through elimination/modification of the program
4. Require insurance for contractors and other third parties on campus
5. Use of Hold Harmless or other Waivers of Liability procedures
6. Signage
7. Cost of various techniques
8. Development and Use of campus Policies and Procedures
9. No Action Required due to low risk or existing coverage

V. Implementation of Best Risk Management Technique

Once the best or optimum risk management technique has been selected, the Risk Manager, in conjunction with campus administrators will work to ensure the technique is properly implemented. This may include making presentations to various administrative groups on campus effected by the decision and/or drafting policies and procedures. There also may be interim solutions determined to be the best course of action until such time as funds can be identified to take care of the problems properly.
VI. Monitor and Evaluate the Results

Upon implementation of the best/optimum risk management technique or combination of techniques, monitoring and evaluating the effectiveness and efficiency of the technique will be done to determine appropriateness and whether any changes and/or modifications of techniques should be made. At least annually, the Risk Manager will prepare a report of claims and claims cost data as well as other safety and risk performance indicators. At the very least this would include frequency and severity data from claims reports.

VII. Documentation

The Risk Manager shall be the primary location for documentation of the Risk Management process for the various risks identified. The attached “Risk Assessment” form shall be the format followed.
PRELIMINARY LIST OF RISKS TO THE CAMPUS

In no particular order, the following is a preliminary list of risks to be evaluated.

- Field Trips
- Vehicle Accidents
- Earthquakes
- Building Fires
- Computer/IT Security
- Workplace Violence
- Employment Practices
- Student Internships
- Trip and Fall Incidents
- Athletics
CALIFORNIA STATE UNIVERSITY, HAYWARD
RISK ASSESSMENT

Risk Activity Evaluated: ___________________________ Date: ____________

Department Associated With Risk: Campus__ Department(s): ___________________________

Evaluators: Risk Manager__ Risk Management Committee__ Dept Staff ___________________________

Funding Source: General Fund__ Trust__ Reimbursed__ other: ___________________________

What are the activities involved & are they inherently dangerous?

What is the probability of an incident occurring?

Who can be harmed & what property can be damaged?

What is the magnitude of a possible loss if an incident does occur?

Can passers-by or innocent bystanders become involved?

What are the current trends and legal cases?

How likely is it that the University will be named as a defendant?

What is the impact operationally of various techniques or combination of techniques on program?

What is the potentiality of risk reduction through various administrative techniques?

Recommended risk management/mitigation technique?

Recommended funding source for losses resulting from the activity?

Name/Signature of evaluator(s)