

# Risk Management Services Responsibilities

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<p><b>Disaster Preparedness</b></p> <ul style="list-style-type: none"> <li>Facilities incident response training and plan revision</li> </ul> <p><b>Industrial Hygiene</b></p> <ul style="list-style-type: none"> <li>Chemical Hygiene Officer</li> <li>Confined Space Program</li> <li>Ergonomics</li> <li>Hazardous Materials Communications</li> <li>Hearing Conservation</li> <li>Operate survey equipment</li> <li>Fume hood surveys</li> <li>Eyewash and safety shower surveys</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>Audits and inspections</li> <li>Compliance training</li> <li>Contractor Safety (field)</li> <li>Develop written programs</li> <li>Incident investigations</li> <li>Meet with regulators</li> <li>Regulatory tracking and review</li> </ul> <p><b>Occupational Safety</b></p> <ul style="list-style-type: none"> <li>Animal Care &amp; Use Committee EHS rep.</li> <li>Bloodborne Pathogens</li> <li>Codes of Safe Work Practices</li> <li>Contractor Safety</li> <li>FA/CPR</li> <li>IIPP</li> <li>Plant Operations Safety Committee EHS rep.</li> </ul>	<p><b>Food Safety</b></p> <p><b>Industrial Hygiene</b></p> <ul style="list-style-type: none"> <li>Asbestos Management</li> <li>IAQ Compliance</li> <li>Lead Management</li> <li>Operate/maintain survey equipment</li> <li>PPE Program</li> </ul> <p><b>Medical Monitoring</b></p> <ul style="list-style-type: none"> <li>DOT Physical &amp; Vaccinations</li> <li>Healthcare provider selection and contract</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>Audits and inspections (including mechanical rooms)</li> <li>Compliance training</li> <li>Contractor Safety (field)</li> <li>Develop written programs</li> <li>Incident investigations</li> <li>Meet with regulators</li> <li>Regulatory tracking and review</li> </ul> <p><b>Occupational Safety</b></p> <ul style="list-style-type: none"> <li>Electrical Safety</li> <li>Fall Protection</li> <li>Fire/Life Safety</li> <li>Hot work</li> <li>Industrial Truck Safety</li> <li>Lockout/Tagout</li> <li>Scaffolding</li> <li>Trenching and Excavation</li> </ul>	<p><b>Audits &amp; Inspections</b></p> <ul style="list-style-type: none"> <li>Audit scheduling and database mgmt</li> <li>Departments, buildings, storage areas</li> </ul> <p><b>Env. Compliance</b></p> <ul style="list-style-type: none"> <li>Radiation waste management</li> </ul> <p><b>Laser Safety</b></p> <ul style="list-style-type: none"> <li>Laser Safety Officer</li> <li>Laser safety program mgmt</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>Audits and inspections</li> <li>Contractor Safety (field)</li> <li>Develop written programs</li> <li>Incident investigations</li> <li>Meet with regulators</li> <li>Regulatory tracking and review</li> </ul> <p><b>Radiation Safety</b></p> <ul style="list-style-type: none"> <li>Annual radiation report</li> <li>Dosimetry</li> <li>Initial and annual radiation training</li> <li>Instrument Calibration</li> <li>Operate survey equipment</li> <li>Quarterly and annual radiation inspections</li> <li>Radiation Safety Committee coordinator and rep</li> <li>Radiation sealed source database</li> </ul> <p><b>Training Compliance</b></p> <ul style="list-style-type: none"> <li>CETTS management</li> <li>Compliance training</li> <li>Learnerweb administrator</li> <li>Training Calendar</li> </ul>	<p><b>Disaster Preparedness</b></p> <ul style="list-style-type: none"> <li>HazMat response training and compliance</li> </ul> <p><b>EPA Compliance</b></p> <ul style="list-style-type: none"> <li>Aboveground storage tanks</li> <li>Air quality compliance</li> <li>EPA Appeals</li> <li>EPA MS4 Compliance</li> <li>EPA SPCC Compliance</li> <li>Sewer management plan</li> <li>Spill prevention plan</li> <li>Spill response plan</li> <li>Underground storage tanks</li> </ul> <p><b>Hazardous Materials</b></p> <ul style="list-style-type: none"> <li>Biennial Report. Preparation</li> <li>Hazardous materials business plan</li> <li>HazMat inventory and database mgmt</li> <li>HazWaste Disp. Mgmt.</li> <li>Infectious waste management</li> <li>Universal waste management</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>Audits and inspections</li> <li>Compliance Training</li> <li>Contractor Safety (field)</li> <li>Decommissioning of hazardous equipment</li> <li>Develop written programs</li> <li>Incident investigations</li> <li>Meet with regulators</li> <li>Regulatory tracking and review</li> </ul>

# Risk Management Services Responsibilities

Kirt Stout	Staci Louie	Space Management
<p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Serve as campus representatives on Risk Management matters</li> <li>• State Driver Authorization and DMV check Programs</li> </ul> <p><b>Risk Management</b></p> <ul style="list-style-type: none"> <li>• Building inspections</li> <li>• Develop Risk Management reports</li> <li>• Execute Risk Management programs</li> <li>• Provide training and consultation</li> <li>• Risk Finance review and evaluation</li> <li>• Risk Transfer, Financing, Avoidance</li> </ul> <p><b>University Protection</b></p> <ul style="list-style-type: none"> <li>• Contract amendments</li> <li>• CSU compliance</li> <li>• Insurance</li> <li>• Investigations and claims settlements</li> <li>• Liabilities</li> <li>• Market contract and negotiations</li> </ul>	<p><b>Business Continuity Planning</b></p> <ul style="list-style-type: none"> <li>• Analysis of all operations and organizations</li> <li>• Audits and tests of continuity plans</li> <li>• Establish/Maintain relationships with other agencies</li> <li>• Plan development and integration of BCPs</li> <li>• Recommendation of disaster avoidance strategies</li> <li>• Requirements presentations to senior administrators</li> <li>• Work with Program centers to develop unit specific plans</li> </ul> <p><b>Disaster Preparedness</b></p> <ul style="list-style-type: none"> <li>• Emergency preparedness fair coordinator</li> <li>• OSHA Emergency Action compliance</li> <li>• SEMS and ICS training</li> </ul> <p><b>Miscellaneous</b></p> <ul style="list-style-type: none"> <li>• Administrative support</li> <li>• Injury database support</li> </ul> <p><b>Training</b></p> <ul style="list-style-type: none"> <li>• BCP training</li> <li>• Compliance training scheduling</li> </ul>	<p><b>Space Management</b></p> <ul style="list-style-type: none"> <li>• Schedule the use of University facilities for classes, final exams, and events for University and community activities</li> <li>• Manage the use of University indoor and outdoor facilities</li> <li>• Maintain the software systems, programs, and reports relating to facilities scheduling, utilization, events billing, space audit and inventory</li> <li>• Train campus groups and individuals in the use of scheduling software</li> <li>• Provide support services for space planning, allocation, and assignments</li> <li>• Conduct space audits and classroom furniture audits.</li> <li>• Purchase and maintain the lecture furniture inventory</li> <li>• Purchase instructional furniture for laboratories and special facilities</li> </ul>