

## DISTRICT PROPERTY AND LIABILITY PROTECTION PROGRAM

### 1. Management and Control

- a. Management and control of the district's property and liability programs are a function of all managers, administrators, and the Office of Risk Management and Benefits.
- b. The Vice Chancellor of Business Services has authority to establish rules and procedures, consistent with board policy, to ensure the safety and well-being of students, employees and the public while on or in district property. Such rules and procedures are designed to minimize the district's liability exposures.
- c. The latest available professional risk management techniques are utilized to identify, analyze, and minimize risks inherent in the operation of district programs.

### 2. College Administrator's Responsibility

- a. It shall be the responsibility of each college president or designee to be constantly alert to the risks inherent in its operations and to make every effort to eliminate such risks.
- b. The Chancellor and/or College Presidents are responsible for ensuring that employees are educated concerning their responsibilities under the South Orange County Community College District's Risk Management Program and enlist their support in minimizing such risks for their designated sites.
  - (1) Each employee is charged not only with operating in the safest possible manner, but also with alerting management to any possible hazards or unsafe working conditions.
  - (2) Each faculty member is charged with operating their classrooms in the safest possible manner.
- c. The Chancellor and/or College Presidents are responsible for the safe keeping of all assets charged to the respective campus site and with the security of the facility.
- d. College activities: The Chancellor and/or College President or designees are responsible for the following:

- (1) Completion of questionnaires and survey forms on existing activities as delegated by the Vice Chancellor of Business Services.
  - (2) Notification of new or proposed activities to the Vice Chancellor of Business Services.
  - (3) Cooperation with the Vice Chancellor of Business Services for on-site inspections and analyses of physical operations.
  - (4) Correction of all identified out-of-compliance situations.
- e. College Safety Committee
- (1) Each College President shall maintain a safety committee according to or following the provisions of the districts Injury and Illness Prevention Plan (IIPP).
  - (2) Agendas and Minutes from the college safety committee will be posted in a timely manner for all employees to review and copies will be sent to the manager of Risk Management and Benefits.
  - (3) Coordination of safety and risk management issues will be led by the Manager of Risk Management and Benefits which may include periodic meetings with key members of both campus safety committees.

3. Placement of Coverage

- a. The district will make every effort to obtain coverage for exposure as needed at the most economical cost, consistent with required service.
- b. The Vice Chancellor of Business Services or designee reports risk coverage requirements, together with all relevant information, including costs, to the Chancellor, who presents such recommendations to the Board of Trustees.
- c. The Vice Chancellor of Business Services is responsible for maintaining the district's coverage program as mandated by law and board policy.

4. Types of Exposures to be Protected Against

The following coverage is provided, noting the exclusions, in accordance with applicable rules and regulations as the Board of Trustees may authorize:

- a. "All Risk" property coverage covering all district's buildings and contents at replacement cost.
- b. Comprehensive general liability, auto liability, and errors and omissions protection covering the district, members of the Board of Trustees, district

officers, employees, and volunteers, while acting in the discharge of their duties within the scope of their employment and/or under the directions of the Board of Trustees.

- c. Burglary and robbery or crime coverage protecting the district against loss occasioned by fraud or dishonesty of officers, employees, and agents of the district.
  - d. Workers' Compensation covering all employees and volunteers of the district, pursuant to the Labor Code of the State of California and sufficient to provide benefits as prescribed by law.
  - e. Boiler and machinery insurance covering boilers and such pressure vessels and property to such limits as authorized by the Board of Trustees.
  - f. Student accident insurance is made available to all students and is required of those students who engage in district organized athletic events. The Athletic Directors of each campus must maintain complete records of student insurance and student hold harmless waivers and assumption of risk forms for auditing purposes. They are also required to ensure they are updated on an annual basis.
  - g. Employee fringe benefits such as health insurance, dental insurance, vision insurance, life insurance, and long-term disability insurance as authorized by the Board of Trustees.
  - h. Professional liability coverage for health occupation programs for instructors.
  - i. Nursing students are required to get their own mal-practice liability insurance. The Nursing Program administrator is responsible for ensuring that all students in the nursing program have updated valid mal-practice liability insurance and will maintain records for auditing purposes.
  - j. Cyber and media liability coverage.
  - k. Other coverage as the Board of Trustees may authorize.
5. Insurance Value — Buildings and Contents
- a. The insurable value of a building and contents is defined as the replacement cost of such building and contents set forth in the district's property evaluation program.
  - b. The term "contents," is defined to include all property not specifically excluded by the district's property coverage program.

6. Claims Procedures

a. Property Claims

When any property is lost, damaged, or destroyed, a notice concerning the loss will be sent immediately to the District Risk Manager. The Vice Chancellor of Business Services or designee will act as representative for the Board of Trustees in the settlement of losses and will sign the Proof of Loss as authorized and will recommend to the Board of Trustees, as soon as practicable, a basis for settlement.

b. Liability Claims

All occurrences wherein a claim may be filed against the district will be promptly referred to the appropriate third party administrator of the district by the District Risk Manager.

All claims for damages filed against the district will be reviewed by, and discussed with, the appropriate third party administrator of the district prior to formal acceptance or rejection of the claim.

For all claims rejected by the district, a written notice of rejection will be sent to the claimant or his/her representative by the district's third party administrator. Such notice shall advise the claimant of the statutes for filing court action.

7. District-Owned Vehicle

All accidents or incidents involving district owned vehicles will be reported to the District Risk Manager who will then work with the district's third party administrator to ensure they are investigated and reviewed.

8. Facility Safety Rules

- a. All facilities, passageways, and storerooms must be kept in an orderly and clean manner.
- b. Facility floors must be maintained in a clean and dry condition and kept free from oil spills, water, and debris.
- c. Defective electrical equipment must be reported to supervisor. All areas in front of electrical panels must be kept clear.
- d. All newly discovered unsafe conditions and practices must be reported promptly to the appropriate supervisor.

- e. Only qualified repairmen are allowed to do electrical repairs on college and/or district machinery and equipment.
- f. All appliances, such as portable electric fans, mini-ovens, heaters, and other portable equipment used on the district premises must be grounded.
- g. No employee shall remove, displace, damage, or carry off any safety device, safeguard, or notice of warning furnished for use in the workplace.
- h. No employee shall interfere with the use of any method or process adopted for the protection of any employee, including himself/herself, in the workplace.
- i. Faculty members must monitor the condition of chemicals and flammables in shops and labs and ensure that those not required are removed and the others are properly stored per applicable material safety data sheet.

*Reference:*

*Government Code: 945.6*