

MT. DIABLO UNIFIED SCHOOL DISTRICT GOVERNING BOARD
RESOLUTION 20/21-13
A RESOLUTION OF MOUNT DIABLO UNIFIED SCHOOL DISTRICT ADOPTION OF
RISK MANAGEMENT PROGRAM

WHEREAS, the Mt. Diablo Unified School District is a member of Public Risk Innovation Solutions, and Management (PRISM), and

WHEREAS, it is recommended that a risk management policy be established in a public agency to accomplish certain goals, and

WHEREAS, it is the intent of the Mt. Diablo Unified School District to provide a safe environment for its employees, students and visitors in which to live and work,

NOW, THEREFORE, BE IT RESOLVED that the Mt. Diablo Unified School District does hereby adopt a risk management program to preserve its human, physical, and financial resources from the risk of accidental loss. The major goals of this risk management policy are:

- To eliminate or reduce the risk of loss;
- To apply responsive claims management techniques to losses that do occur; and
- To protect the Mt. Diablo Unified School District budget from catastrophic losses, or an annual accumulation of losses, that would cause financial hardship. Catastrophic loss is defined as any loss in excess of \$1,000,000.
- Overall responsibility for the risk management program shall lie with the Superintendent. Risk management shall be the responsibility of each department manager.

Risk Management Program Policies

- The risk management program is a systematic process to identify, measure, and control loss exposures. A district wide hazard identification system will be implemented by the Director of Risk Management to quickly identify hazardous conditions and effect repairs. All employees shall be encouraged to notify their supervisor or department head of any condition that may expose someone to injury or damage.
- The risk management program is a responsive claims administration system. The Director of Risk Management will review all incident reports and claims, and will notify PRISM and their adjustment firm in a timely manner of all serious accidents or claims. Department heads and supervisors will review all accident reports, incident reports, and claims affecting their department or worksite, and provide timely information to the Director of Risk Management and PRISM's appointed adjustment firm.
- The risk management program is the transfer of the District's risk of loss to others whenever possible and practical. The Director of Risk Management will develop a risk transfer process that assures the use of hold harmless and indemnity clauses in all Mt. Diablo Unified School District agreements, contracts, leases, permits, purchase orders and rental agreements, and

the use of insurance clauses that provide adequate protection to the District, within the judgment of the Superintendent.

Accident Review Process

An accident review process shall be implemented by the Director of Risk Management to review all accidents, incidents and claims to determine their cause, preventability, methods to prevent future occurrences, and claims and litigation defense strategy. The review process should be conducted periodically and as needed.

Safety Review Process

A safety review process shall be implemented by Risk Management to discuss safety issues and get feedback from employees on how to make Mt. Diablo Unified School District operations safer. The safety review process shall take into account standard industrial safety practices and safety orders issued by state agencies. The review process should be conducted periodically, but no less than quarterly.

Insurance

Mt. Diablo Unified School District will establish self-insurance retention limits consistent with its financial resources. The District will establish reserves on all self-insured losses to recognize the expected future cost, and appropriate funds to cover all self-insured liabilities.

Insurance for risks and catastrophic loss potential shall be purchased whenever it is economically feasible, within the judgment of the Superintendent.

The Director of Risk Management shall be the District's liaison with the PRISM and its claim administration program.

AYES: NOES: ABSENCES: ABSTENTIONS:

Brian Lawrence, Board President

Debra Mason, Board Vice President

Linda Mayo, Board Member

Joanne Durkee, Board Member

Cherise Khaund, Board Member

Dr. Adam Clark, Superintendent

Adopted at the regular meeting of the Governing Board of Education on 9/14/20
