

An aerial photograph of the Santa Monica College campus, showing several large, modern buildings with flat roofs and a mix of brick and concrete. The foreground is dominated by a row of tall palm trees. The entire image is overlaid with a semi-transparent blue filter. The text is positioned in the upper right and lower left areas.

Santa Monica College

Onboarding &  
Orientation

Departmental New-Hire Guidebook  
Safety & Risk Management

SANTA  
MONICA  
COLLEGE

# Where am I on the Onboarding & Orientation Roadmap?





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## Description of Services

The Department of **Safety & Risk Management** focuses on identifying, assessing, and managing potential risks that could lead to personal injury or property loss for campus visitors, or impact SMC’s operations.

**Safety & Risk Management** serves a number of constituents including:

**Campus visitors:** including staff, faculty, students, groups (theater, athletic events, student groups), and public visitors.

**Outside Agencies:** **Safety & Risk Management** must ensure that Santa Monica Community College complies with Environmental Health and Safety regulations. Compliance with these regulations protects campus visitors from hazards, protects the surrounding environment from increased pollution, and protects the institution from fines and agency enforcement.

**Outside vendors:** **Safety & Risk Management** works with outside vendors to ensure the vendors comply with our internal policies for safety and insurance requirements.

**Insurance providers:** **Safety & Risk Management** works closely with our broker, Keenan, to ensure that the institution has adequate insurance coverage in the event of a loss.

### Vision

The vision of **Safety & Risk Management** is to eliminate negative incidents from occurring through the creation of a proactive, mindful, campus safety culture by engaging all staff in daily safety management. The process is continuous and forward-looking, and the best programs are proactive rather than reactive. This proactive safety culture is to be considered by all as just the way we do business, and rests on being proactive. Staff looking for, finding, and fixing hazards would be as ubiquitous as responding to emails. It would be a part of everyone's nature to continuously participate in maintaining a safe campus.

Key considerations:

- Assigning daily safety management facilitates the expectation of what a proactive safety culture would look like.
- Creating a proactive safety culture helps reduce institutional loss and can drive institutional cost savings. Less injuries lead to direct and indirect benefits including cost



savings from injuries, decreased insurance premiums, increased employee morale, and decreased employee turnover.

- Cost savings are realized through better management of the Workers' Compensation Program. By being more proactive and engaging our managers in the process, training them in their role in the Workers' Comp process, will also allow SMC to manage injuries and reduce cost.

## Mission

It is the mission of **Safety & Risk Management** to provide risk prevention and mitigation services to the Santa Monica College Community, aimed at reducing conditions or practices that may expose the District to human, environmental, or financial loss. **Safety & Risk Management's** main purpose is to manage and reduce campus risk to ensure that Santa Monica College is a safe place to visit.

## Values

The values of **Safety & Risk Management (S&RM)** include:

- **Individual continuous growth and learning:** We embrace continuous learning and individual growth. This is a benefit to the individual and the college.
- **Integrity:** S&RM not only answers to its campus responsibilities but also must diligently comply with outside agency laws related to EHS and insurance case management. Our department is scrutinized by many outside entities. Therefore, the integrity of how we manage our information is crucial for our success.
- **Excellent customer service:** We strive to guide people through our processes since what we provide to the college is often foreign to our customers. **S&RM** believes that providing excellent customer service makes our processes more efficient in the long run.

## Internal and External Partners

**Safety & Risk Management** works with all campus departments. The management of risk crosses all areas of the College. **S&RM** works especially closely with Human Resources and M&O. In addition, we have a close working relationship with our broker, Keenan & Associates, who provides insurance management and safety services.

## Contact Details



<https://www.smc.edu/administration/business-services/risk-management/>



**310-434-4318**

## Core Hours



**Monday – Friday: 8:00AM - 5:00PM**



## Key People

Unit/Individual	Ext.	Email	Responsibility
Daniel Phillips	4318	<a href="mailto:phillips_daniel@smc.edu">phillips_daniel@smc.edu</a>	<b>Director, Safety &amp; Risk Management:</b> Responsible for all aspects of the Risk Management Department including campus environmental, health & safety, property/liability insurance and worker's compensation.
Glaurys Ariass	8170	<a href="mailto:ariass_glaurys@smc.edu">ariass_glaurys@smc.edu</a>	<b>Risk Management Specialist:</b> Responsible for managing workers' compensation, property & liability, and student & athletic insurance claims; managing agency permits, filing agency reports; District COI's, coordinating training, preparing complex evidentiary material for investigations, hearings, and litigations; maintenance of Department's budget.

## Key External Links

P&C Bridge: Used for interacting with Keenan: <https://www.keenan-pcbridge.com>

Clean Harbors: Used to manage hazardous waste: <https://clhsaas.cleanharbors.com>

The California Environmental Reporting System CERS: Used to communicate with local fire departments regarding hazardous materials management:  
<https://cersbusiness3.calepa.ca.gov/Account/SignIn?ReturnUrl=%2f>

Maxient: Used for individual behavior intervention case management:  
<https://cm.maxient.com/index.php?smc>

## Key Internal Links

Business Enhancement System Transformation BEST: Used for requisition management:  
<https://bestauthentication.lacoe.edu>



## Key Events

January	January even years: The hazardous waste biennial report to the Department of Toxics Substances Control
February	February 1 – April 30 – OSHA 300 Log must be posted
March	March 1: Annual CERS Certification Reporting
April	
May	
June	
July	
August	
September	
October	October Office of Self Insurance Plans report OSIP
November	
December	

## Key Resources

There are many certifications in this field. Current certifications include:

- Certified Safety Professional CSP: Recertification required every 5 years. 25 CEUs required
- Registered Environmental Health Specialist REHS: Recertification required every 2 years. 24 CEUs required
- Associate in Risk Management ARM

## Key Documents

The Department of **Safety & Risk Management** has specific programs and policies. Some of these programs may be found on the SMC Risk Management website.

Programs include:

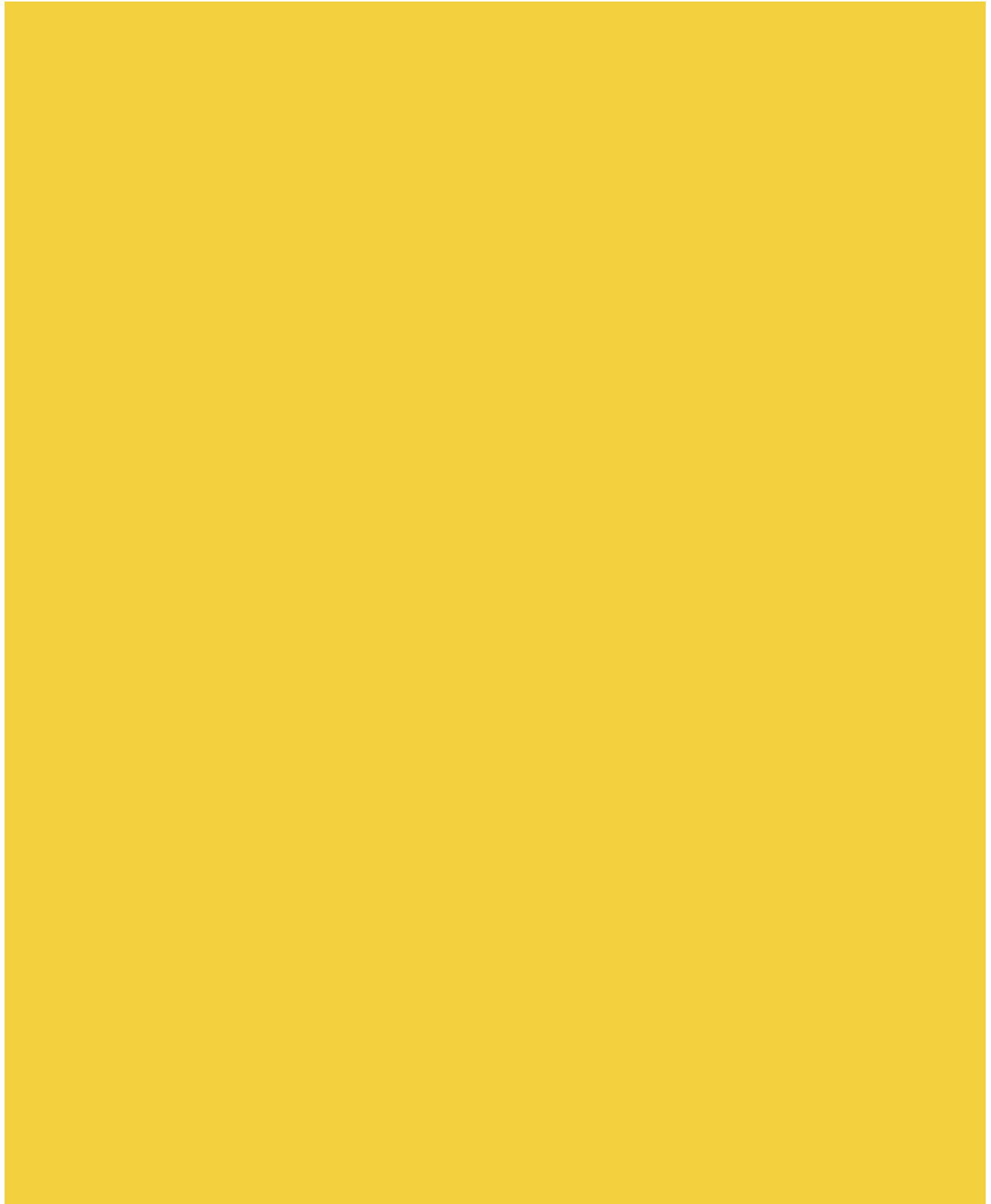
- Injury & Illness Prevention Program
- Hazard Communications Program
- Chemical Hygiene Plan
- Ergonomics
- Respiratory Protection Plan
- Lockout/Tagout Plan
- Confined Space Plan
- Ladder Safety Plan
- Bloodborne Pathogen Plan
- Forklift Safety Plan
- Utility Cart Safety Plan

Policies include:

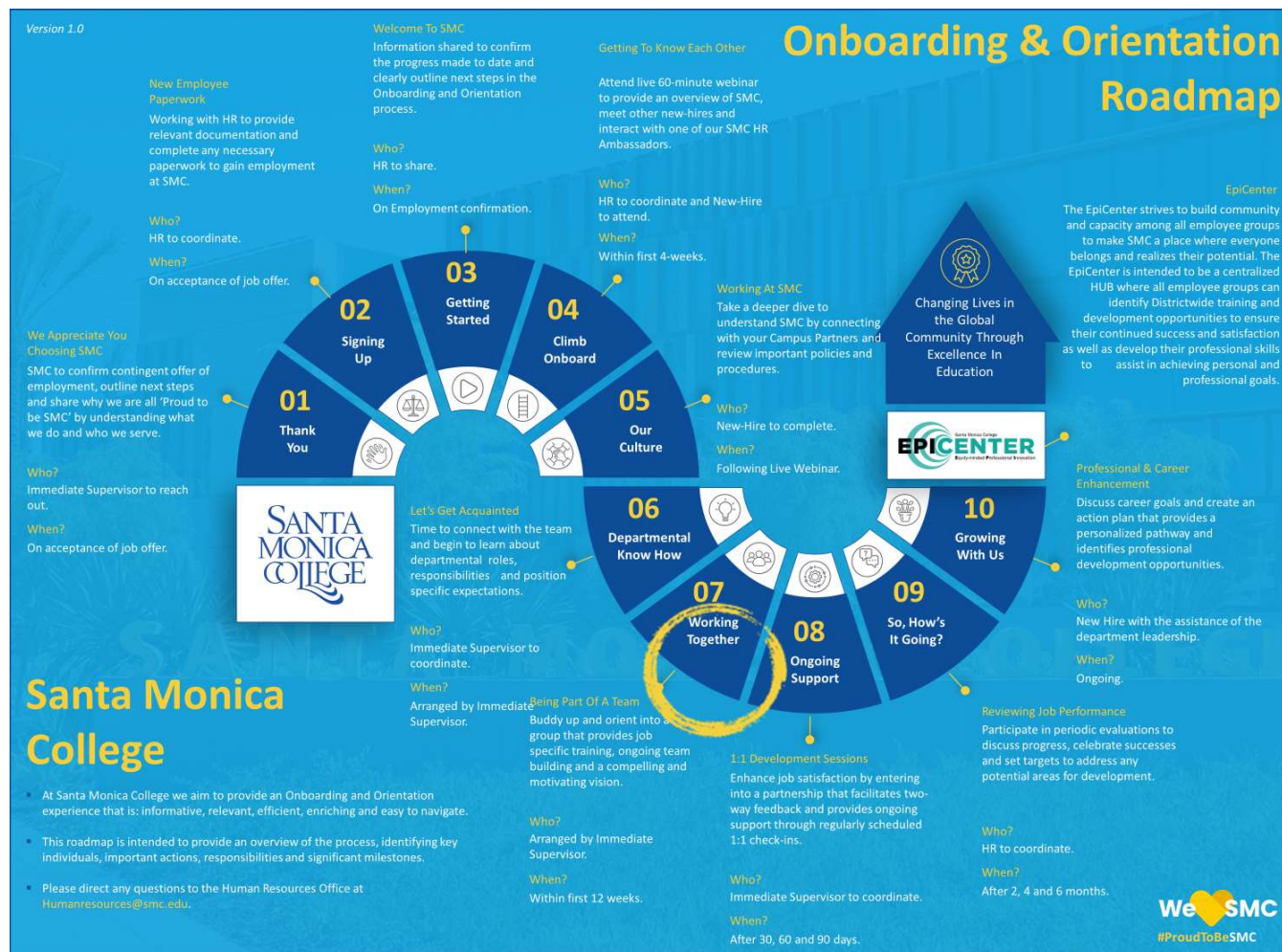
- Safety Shoe Policy
- Workers Compensation Policy and Procedures
- Ergonomics Assessment Process Policy
- Hazardous Waste Management Policy
- Certificate of Insurance Process Policy



# My Notes



# What's Next



## Working Together

### Being Part of a Team

Buddy up and orient into a group that provides job specific training, ongoing team building and a compelling and motivating vision.

#### Who?

New-Hire

#### When?

Arranged by immediate Supervisor.



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