

Office of Risk Services

The mission of the ANR Office of Risk Services is to develop and maintain programs which protect ANR academic and staff from unanticipated loss by

- Providing systematic analysis to identify, prioritize and monitor risks
- Developing and implementing techniques to reduce potential exposures
- Increase awareness of workplace hazards and apply proven best practices to mitigate these hazards
- Administering ANR and University insurance programs

In order to better assist in answering risk management and insurance questions, we have made the following resources available on our website:

- On-line assistance and information on insurance and risk management policies including UC's General & Automobile Liability insurance
- Users can easily access and print commonly requested insurance forms and waivers
- Answers to frequently asked questions regarding ANR Office of Risk Services
- Links to important information at additional UC and ANR sites



All Risk resources are posted at:
<http://www.ucanr.edu/risk>

Risk & Safety Services

University of California
Agriculture and Natural Resources



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The University of California prohibits discrimination or harassment of any person in any of its programs or activities. (Complete nondiscrimination policy statement can be found at <http://ucanr.org/sites/anrstaff/files/107734.doc>)

Inquiries regarding the University's equal employment opportunity policies may be directed to Linda Marie Manton, Affirmative Action Contact, University of California, Davis, Agriculture and Natural Resources, One Shields Avenue, Davis, CA 95616, (530) 752-0495.

Risk & Safety Services

<http://safety.ucanr.edu>
<http://ucanr.edu/risk>

Office of EH&S

Our mission: Preventing injuries and protecting the environment by providing the best Environmental Health & Safety services to all ANR employees, volunteers, and the public.

The office provides service for the entire ANR community, including employees, volunteers, and others working out of or associated with the approximately 70 offices and facilities located around the state. In partnership with Safety Coordinators at each Cooperative Extension and Research and Extension Center Location, EH&S strives to ensure all ANR researchers, staff, volunteers, and youth participants can perform their activities in a safe, healthy, and environmentally responsible manner by developing and making available a suite of EH&S planning, procedural, and training resources.

Be Smart About Safety (BSAS)

BSAS provides funding to ANR units for projects that reduce the frequency and/or severity of potential loss in the workers' compensation, general liability, employment, auto, and property programs. The EH&S office administers this program for ANR, by organizing projects that can have broad impact to reduce loss across all ANR units. Funding is also provided directly to ANR units to meet their specific needs for safety equipment, training, or other loss prevention programs.



All EH&S resources are posted at:
<http://safety.ucanr.edu>

Enterprise Risk Management

Enterprise Risk Management (ERM) uses a broad definition of risk as any event or action that can hinder an organization's ability to reach its objectives. In this definition, we all practice risk management as we carry out our day-to-day activities. ERM can be applied to policies, practices, and institutional culture, enabling ANR leaders to understand, prioritize, and control risks that threaten the well being of ANR programs and services, its partners, the communities in which it operates, and society at large.

ERM aims to measure an institution's achievement of four primary objectives:

- Strategic - High level goals that are aligned with and support the institution's mission
- Operational - Ongoing management process and daily activities of the organization
- Financial - Protection of institution's assets and quality of financial reporting
- Compliance - The institution's adherence to applicable laws and regulations

Risk and Safety Services uses ERM methods to develop programs that protect academics, staff, volunteers, and other stakeholders from these injuries, illnesses, and unanticipated loss.



We Can Help You With...

- Facility Use Agreements
- Certificates of Insurance
- Department of Justice (DOJ) Issues
 - Fingerprint Check on Staff/Volunteer
 - Subsequent Arrest Notifications
- Waivers
- Incident Claim Reporting
 - Auto, Property, & Volunteer Injuries
- Business Travel Accident Insurance
- UC Liability & Insurance Questions
- Risk Assessment & Control Strategies
- Safety & Risk Training
- Onsite Program Reviews
- Accident Investigation/Prevention
- Environmental Monitoring
- Ergonomics Assessment & Training
- Regulatory Compliance
 - Cal/OSHA
 - Hazardous Materials/Waste
 - Pesticide
 - Air Quality
 - Water Quality
- Emergency Management & Continuity
- Required Safety Plans, Forms, & Guidelines

Training Resources

Safety Notes

Safety Notes are one page training tools that summarize relevant EH&S information about specific topics that have been requested by ANR personnel. Safety Notes can be used for "tailgate training" in the field or presented at staff meetings. More than 160 Safety Notes have been developed for use by the ANR community and others.

Training Plan and Tracking Forms

Training plan and tracking forms have been compiled for use by employees and their supervisors to identify what safety training may be needed and develop employee-specific safety training plans. The form also serves to track completion of individual employee training and provide a written record as required by California regulations. Forms are available for office, laboratory, field, and maintenance positions.

On-site Training

EH&S staff are available to provide training at ANR offices and facilities. Training is varied and may include topics ranging from safe driving to confined spaces. EH&S staff also provide respirator fit testing and training.

Video Library

The EH&S video library encompasses more than 150 titles available for loan to employees and other public agencies and non-profit organizations. Videos may be requested online and are loaned for a period of two weeks.

Online Training

Safety Orientation, IIPP, Ergonomics, Fire Extinguisher, and Heat Illness training is available and more subjects are on there way.



California 4-H Youth Development Program Resources

Clover Safe Notes and Activity Sheets

Clover Safe notes are one page training tools that summarize relevant EH&S information about specific topics that have been requested by 4-H Program Representatives and volunteers. Attendant activity sheets, including cross-word puzzles, word searches, and quizzes, have been derived for most Clover Safe notes. Activity sheets are meant to be fun and challenging exercises that reinforce the lessons learned from the Clover Safe notes. More than 75 Clover Safe notes have been developed.

Guidance Documents

The 4-H Safety Manual was developed to provide volunteers with an understanding of how and to what degree EH&S information should be incorporated into 4-H member projects.

The 4-H Water Safety Guidelines were derived for use by Program Representatives and volunteers. The document provides specific EH&S information about water-related activities for consideration and dissemination to 4-H members.



Master Gardener Resources

Thinking Safe and Green Notes

Thinking Safe and Green notes are one page training tools that summarize relevant EH&S information about specific topics that have been requested by Program Representatives and master gardeners.

Safety Manual

The Safety Manual was developed to provide EH&S information for Master Gardeners activities.

