

University of California
Be Smart About Safety (BSAS)
Program Procedures



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Introduction

Be Smart About Safety (BSAS) was initiated by the University of California, Office of the President, Risk Services (OPRS) on July 1, 2006. The program was originally designed to increase employee safety awareness and provide a funding mechanism that would allow the campuses and medical centers to invest in loss prevention programs to reduce the number and severity of employee injuries. Since the inception of BSAS, the campuses and medical centers have been investing BSAS dollars into both prevention and loss control, and as a result, the Workers' Compensation program has experienced a decrease in the frequency of new claims and an overall reduction in workers' compensation rates.

Because of the initial success of BSAS reflected in the injury prevention and workers' compensation costs, OPRS expanded the program to address safety, risk, and loss exposures in other risk management programs. These include auto, cyber liability, employment practices liability, general liability, professional liability, and property.

Definitions

Loss prevention (LP) is the act of taking proactive measures to prevent or abate an identified risk. This can take the form of improved safety and training programs; implementation of new, less hazardous processes; programs/projects to reduce injuries and property loss; engineering controls; and general safety enhancements.

Loss control (LC), also referred to as loss management, is the act of reducing loss severity by identifying the factors that magnify or prolong a loss and taking proactive measures to lessen the effects of those factors.

Program Intent

Each year, OPRS allocates a percentage of its total budget to fund proactive LP and LC projects at the campuses and medical centers. This funding is awarded for projects intended to reduce the frequency and severity of potential loss in the areas of workers' compensation, automobile liability and physical damage, employment practices liability, general liability, professional liability, and property.

Note: Based on a systemwide review of losses, the mitigation efforts that would have the greatest impact on reducing the frequency of losses has the greatest impact on reducing the severity (fiscal costs) of our total losses.

Procedures

Steps to Apply for Funding

UC locations must complete a BSAS proposal online at ehs.ucop.edu/bsas to submit their project proposals. Proposals can be submitted by anyone from any department. Emergency planning, police chiefs, housing and dining and facilities are especially encouraged to apply.

For a detailed flowchart of the application process refer to Attachment A - BSAS Application and Approval Flowchart.

Local Approvals

Each campus has a specific process for determining which proposals should be submitted to OPRS for consideration. The proposal must be reviewed and approved by Environment, Health and Safety (EH&S) Director, Workers' Compensation Manager and/or the Risk Manager at your location. You must also obtain the approval of the head of your administration or finance department and must also comply with any location-specific requirements that may be in place.

Completing the BSAS Proposal Online Application

Step 1

- Log in to ehs.ucop.edu/bsas using your UC Single Sign-On credentials.
- Select the "Start New Application" button.
- Complete the applicant contact information.
- In the "Short Project Description" field, define the problem and develop a proposal to mitigate the risks (up to 500 characters). The short description should provide a clear and succinct executive level summary that describes the proposal and its scope. The short description will be used for generating annual reports about the BSAS program.

Do not simply state "See detailed report." Proposals with this will be returned for revision.

- Attach a detailed project proposal by clicking the "Add Attachments" button. Proposals should be well-developed and demonstrate direct or indirect savings that will be realized because of implementing the LP/LC Plan. Proposals that do not meet this requirement may be denied or returned to the applicant for additional information or relevant justification.

- Review your plan with your supervisor or appropriate department representative to assure that management will support your plan and provide any additional funding that may be necessary if the plan exceeds the BSAS funding limit.
- Add any supporting documents as attachments
- Using the provided field, note whether the proposal is department specific. If so, include the department(s) name(s)

Step 2

- Using the dropdowns, identify all Unsafe Conditions and Prior Losses
 - Because funding is limited, proposals should be solidly based on statistical loss history or a defensible risk assessment, which includes mitigation of the locations' top risks. OPRS tracks loss history for all the University locations and can produce specific loss reports upon request. For example, if you want to determine how many motor vehicle accidents have occurred when employees have been backing up a vehicle, OPRS can produce a report with that data.
 - Contact your local EH&S, Workers' Compensation or Risk Management office for assistance in developing an LP/LC Plan, to receive a copy of your loss history, or to schedule a Risk Assessment evaluation if needed. Your EH&S, Workers' Compensation or Risk Management representative can also assist you in determining if your proposal is appropriate for BSAS LP/LC funding.
- In the Loss or Injury Description field, define the problem (up to 500 characters). This short description should provide a clear and succinct executive level summary that describes past experienced losses that the proposal is addressing. This description will be included in an annual report about the BSAS program.
- Add any supporting documents as attachments
- Using the radio buttons, select the level of probable success that this BSAS proposal has of achieving its *measurable goal*. Be conservative in predicting the degree of success.
- Complete the funding information fields including:
 - Amount of funding requested
 - Estimate of direct or indirect savings to be realized
 - Estimated date to begin spending
 - Indicate if this proposal is a continuation from the prior year(s)

Note: For continuing BSAS proposals, applicants must have already submitted their report for the previous year's proposal report and achieved significant progress towards their previous stated goal.

- Enter into the text field one or more measurable goals for your proposal that meet the SMART criteria (S - specific, M - measurable, A - achievable R - realistic, and T - time-bound). These goals will be used to measure the success of your initiative. Be sure that a defined metric is identified that will be used to determine if this BSAS proposal was successful in LP/LC.

Step 3

- Indicate the funding sources from the following options:
 - Auto Liability
 - Cyber Liability
 - Employment Practices Liability
 - General Liability
 - Professional Liability
 - Property Liability
 - Workers' Compensation
- Indicate the funding types and amounts of the following options:
 - BSAS - Accrual
 - Internal Carryover
 - Other
- Enter Transfer Account Numbers
- Complete the contact information for the individual to be notified if the proposal is approved
- Select the Submit button when the proposal is ready for review by your Campus Location Reviewer

OPRS will send a written approval or denial of your LP/LC project proposal to your local EH&S Director, Workers' Compensation Manager or Risk Manager who will notify you of the results.

Note: Starting FY19/20 OPRS must receive all initial proposals no later than April 30th of the current fiscal year.

Expenses Not Eligible for BSAS or LP/LC Funds

1. BSAS funds are not intended to supplement program budgets. Expenses such as general operating expenses and supplies, and travel expenses (with a limited exception for train-the-trainer safety education) will not be funded.

It is the responsibility of departments to plan for and achieve minimum health, safety, and security requirements necessary for their operation. This includes safety supplies and equipment necessary for startup of new programs as well as budgeting for

replacement. Most operations are highly regulated and have associated best management practices that must be adhered to. Your local Worker's' Compensation and Risk Management representatives are available to assist you in determining these minimum requirements.

2. Deferred maintenance corrections may be eligible for funding under BSAS if the predominant purpose of the correction is to address an issue of life safety and LP/LC.
3. Capital improvements may be eligible for funding under BSAS if the predominant purpose of the improvement is to address an issue of life safety and LP/LC.
4. The use of BSAS funds to pay salaries or wages for existing positions is discouraged. They may be used to provide seed money for new positions or for positions that were created under previous BSAS funding cycles but in either case, should not be used for funding long-term provisions for a specific position.

Note: In 2008 the use of BSAS funds for existing positions was allowed to maintain effective risk programs when fiscal austerity measures were being implemented across the UC System. Continued use of BSAS funds for salaries and benefits will be reviewed on a case-by-case basis. Ideally, these positions should be moved to permanent funds to allow funding of new LP/LC Projects as described above.

How to Receive Payment

OPRS will reimburse or initially fund your account for approved BSAS project expenses.

For more information, please contact OPRS at 510-987-9832.