

**Rancho Santiago Community College District**  
**ADMINISTRATIVE REGULATION**  
Chapter 6  
Business and Fiscal Services

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**AR 6540 Insurance**

It shall be the responsibility of each College President and site administrator to be constantly alert to the risks inherent in its operation and to make every effort to minimize such risks. The College President and site administrator shall educate employees concerning their responsibilities to minimize such risks.

1. Each employee shall be charged not only with operating in the safest possible manner, but also with alerting others, especially management, to any possible hazard and to safer and/or better methods of operation.
2. Each instructor shall not only be charged with operating their classrooms in the safest possible manner, but also with assuring that their students conduct themselves in a safe manner, and that any equipment which is used by or available for use by a student is installed and maintained properly, including all required and/or suggested safety guards.

Each College President and site administrator shall be charged with the safekeeping of all assets charged to the campus, and with the security of the facility, unless that duty has been specifically charged to another person.

**Responsible Managers:** College Presidents and site administrators

**Revised: April 27, 2009**