

**PART V FINANCE AND BUSINESS MANAGEMENT**  
**Chapter 05.09 - Risk Services**

**P05.09.010. Introduction and Purpose.**

- A. The board intends to establish a framework within which the university administration can establish and maintain an effective and efficient risk services program.
- B. Risk services at the university and system office levels shall include general risk management, loss prevention, occupational, and environmental health and safety, environmental protection, general emergency management, procurement and administration of insurance, and claims administration. The risk services program is established to facilitate the fulfillment of the university's instructional, research, and public service missions with minimal disruptions and adverse events risk.

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**P05.09.020. Authority and Authorized Delegation.**

- A. The president shall issue university regulation to implement this policy.
- B. \_\_\_\_\_ shall approve settlement or payment of all claims and related litigation.
- C. The president shall cause to be maintained an effective risk services program. The president may delegate specific responsibilities under this chapter and assign administrative supervision by regulation or delegation.
- D. Risk services shall have full and unrestricted access to all university records, as may be required to carry out their responsibilities under these policies. The system office chief finance officer shall report any matters which i

**P05.09.030. Financing.**

- A. Each chancellor shall be responsible for providing sufficient resources to ensure risk services are in place to sustain legal and regulatory compliance as well as prudent risk management and business practices. Minimum standards shall be established by the chief finance officer in consultation with and input from campus risk officers.
  
- B. The risk services program shall be maintained and funded through a risk allocation methodology developed in accordance with generally accepted standards and principles for insurance and risk standards. The risk allocation process functions similar to an insurance premium, resulting in an allocation of the cost of risk to the various components of the university based on benefit, exposure, and loss experience to the extent practicable. The primary goals of the risk allocation process are to provide a fair, consistent, and reasonable assignment of the costs of risk to the various cost objectives and activities of the university, to encourage managerial accountability for risk decisions, and to help stabilize the annual charges to the operating budget.

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**P05.09.090. Definitions.**

In this chapter:

- A. penalties, including harm or damage to persons or property or violations of permits or laws.
  
- B. the university is responsible to the entity or person for damages or penalties, including verbal and informal assertions.
  
- C. -insurance, loss control, administration, losses, deductibles, loss exposures.

(06-04-15)



**R05.09.040. Roles and Responsibilities.**

j. Disseminate information to university community on requirements of appropriate federal, state and university laws, regulations, policies, and procedures.

k.

- b. Develop and implement special risk insurance programs for the university, students, and the university community.
- c. Issue ce

6. Provide guidance and technical assistance to supervisors and managers in identifying and evaluating risks and correcting hazards.
7. Maintain operational and specialty material licenses, permits and registrations of devices (x-ray, etc.).
8. Stop any activity that presents an unreasonable health and safety risk to employees, students, visitors or the environment.
9. Report immediately to the Statewide Office of Risk Management any occurrence resulting in a loss of life or requiring the hospitalization of one or more people; any declared disaster at any campus or facility; or any situation requiring the implementation of either a campus or university emergency operations plan and use of public response agencies.
10. Report to the Statewide Office of Risk Management within eight (8) hours all clai

5. Supervisors must report unsafe acts or conditions, non-compliance, injuries, or incidents to the appropriate internal department.
6. Report immediately to a RM/EHS office any occurrence resulting in a loss of life or requiring the hospitalization of one or more people; any declared disaster at any campus or facility; or any situation requiring the implementation of either a campus or university emergency operations plan and use of public response agencies.
7. Report to a RM/EHS office within eight (8) hours all claims and lawsuits; property damage or loss expected to result in a claim over \$10,000; and any environmental release that is reportable to a federal, state or local regulatory agency.
8. Report to a RM/EHS office within 24 hours all injuries to third parties (anyone who is not an employee); employee injuries requiring a doctor visit or time off work; all motor vehicle accidents involving the university and a third party; any other situation that may give rise to an adverse claim against the university; and or, any official visit by a regulatory agency that involves either a compliance audit or a documented Notice of Violation from that agency.

E. Faculty, Staff, and Students

1. Participate in training programs.
2. Promptly report unsafe conditions, environmental health hazards, as well as injuries and illnesses to the cognizant supervisor or program director.
3. Give due consideration to personal safety and the safety of others.
4. Adhere to applicable laws and risk management and environmental health and safety program requirements.
5. Understand that disregard of legal or risk management and environmental health and safety requirements can result in disciplinary action.
6. Actively promote safety and loss prevention in all activities.

(10-12-07)