

# University of Louisiana at Lafayette

## Risk Management Statement

*Revised: June 2016*

### 1.0 Purpose and Scope

- The purpose of this document is to identify general guidelines for limiting the risk and liability associated with University.
- Specific policies and procedures exist for each area described in this document and are administered by their appropriate Director.

### 2.0 Real Property

#### 2.1 Building Safety Inspections

- Buildings on campus are inspected four times yearly for safety to identify and correct unsafe conditions.
- In these inspections, buildings are checked for:
  - ✓ Appropriate fire safety (extinguishers, exit signage, evacuation routes)
  - ✓ Slip, trip, and obstruction hazards
  - ✓ General electrical and plumbing hazards & emergency lighting
  - ✓ Hazardous material storage and usage areas (where applicable)
  - ✓ Other hazardous areas such as laboratories, shops, etc.
- These inspections are documented and reviewed by the EH&S Office.
- Where necessary, the EH&S Office facilitates repair of unsafe conditions via Facility Management personnel.
- Additional information regarding Building Safety Inspections can be found in section 3 of the EH&S Policy, which can be downloaded at [www.safety.louisiana.edu](http://www.safety.louisiana.edu)

#### 2.2 Risk Management Claims

- The Louisiana Office of Risk Management (ORM) insures damage to real property
- Buildings and improvements are insured up to the replacement cost at the time of loss. Contents owned by the University and the University's vehicle fleet are insured up to their actual cash value.
- The EH&S Office is responsible for filing property claims with ORM for all lines of coverage except Workman Compensation and maintaining documentation associated with those claims. Workman Compensation claims are filed by the Human Resources Department. Where applicable, the EH&S Office is the University's representative for filing FEMA claims under federally-declared events or disasters.
- For losses that could be filed under ORM's Comprehensive General Liability Policy:
  - The EH&S Office coordinates the investigation of the claim, including photographs, identifying any losses (building and/or contents), and providing supporting documentation (proof of ownership, replacement, purchasing documentation, etc.).

- As soon as the University determines that the other party is represented by an attorney, and/or the university is served a petition in association with a lawsuit, the University shall cease and desist all communication with the other part and defer all inquiries to ORM and/or the Louisiana Attorney General's office.
- For losses that could be filed under ORM's Automobile Policy:
  - The University shall complete a DA2041 form and send it to ORM as soon as possible, preferably within 48 hours of the accident.
  - Any University employee injured in the course of an automobile accident while on the job shall contact the Human Resources Department to initiate a Workman Compensation claim.
  - The EH&S Office coordinates the investigation of the claim, including photographs, identifying University losses (vehicle and/or property), and providing supporting documentation (proof of ownership, repair invoices, purchasing documentation, etc.).
  - University drivers shall be subject to the terms of the University's EH&S Policy, section 18.
- For losses that could be filed under ORM's Property Coverage
  - The EH&S Office completes an ORM State Property 1<sup>st</sup> Party Loss form, and submits this to the ORM Claims Unit as soon as possible, preferably within one week, but no later than one year following the incident.
  - The EH&S Office coordinates the investigation of the claim, including photographs, identifying University losses (building and/or contents), and providing supporting documentation (proof of ownership, replacement, purchasing documentation, etc.).
  - For these claims, the University shall follow its official purchasing procedures when procuring goods, materials, services, etc. in response to any insurable loss.
  - For these claims, the EH&S Office shall instruct the Asst. Vice President for Financial Services on the proper accounting for any insurance checks received. Insurance checks shall be deposited into the same university account used to purchase repairs for the insurable loss. All records associated with these claims shall be available for review by the University's internal and legislative auditors.
- Additional information regarding property claims can be found in ORM's *Catalog of Coverage*, which can be downloaded at <http://www.doa.state.la.us/orm/uw.htm>.

### **3.0 Movable Property**

- Movable equipment and property owned by the University is inventoried yearly by the department utilizing the equipment.
- This inventory is managed by the University's Property Control Manager
- The University Property Manager's duties are supported by equipment policies in accordance with Louisiana Property Assistance Agency, which include:
  - ✓ Equipment usage
  - ✓ Removing equipment from campus

- ✓ Disposal of equipment
- ✓ Reporting stolen equipment
- Vandalism or accidental losses to movable equipment are processed through ORM as insurance claims (see section 2.2).
- The EH&S Office is responsible for filing movable property claims with ORM and maintaining documentation associated with those claims.
- Additional information regarding movable property claims can be found in ORM's *Catalog of Coverage*, which can be downloaded at <http://www.doa.state.la.us/orm/uw.htm>.

#### **4.0 Losses Due To Dishonest Acts of Employees**

- This section refers to addressing University liability due to acts such as burglary, robbery, and embezzlement.
- The Vice President for Administration and Finance is responsible for administering specific policies and procedures to be followed by employees who handle cash and funds.
- An internal auditor reviews these procedures on a continual basis.
- If necessary, the internal auditor makes recommendations to address specific concerns
- All employees who handle funds are trained to properly receive, deposit, and process these funds in accordance with the departmental policies.
- University cashiers are monitored by security cameras and the areas that hold cash are protected by a safe.
- The University Bursar administers the Student Cashier Center using written policies and procedures.

#### **5.0 Facilities And Departments That Generate Revenue**

University Departments that generate revenue are required to have written policies and procedures that guide them for processing that revenue. This includes, but is not limited to: the collection of monies, reconciliation of that revenue, funds depositing procedures, documentation, and employee training. All departmental procedures are in compliance with the University's Funds Handling Policy.

##### **5.1 Buildings that are leased**

- These procedures do not refer to the Cajundome, as this building is managed by the Lafayette Cajundome Commission through a Lafayette Consolidated Government/UL Lafayette agreement. The Cajundome has written a contingency plan, which identifies unique procedures for risk management issues.
- In the event of an unforeseen disaster, an attempt will be made to move these facilities (departments) as quickly as possible. However, the University does not maintain temporary space for all departments that generate revenue. ORM provides Business Income coverage as part of its real property policy for all buildings that generate funds.

- Contracts are drafted for the lease of Blackham Coliseum, Angelle Hall, and other facilities for individual events that address, among other things:
  - ✓ The responsibility for infrastructure maintenance such as plumbing, electrical, setup and breakdown, etc.
  - ✓ The responsibility for providing security on the premises, if applicable.
  - ✓ The lessee's responsibility for providing insurance in accordance with ORM's requirements. Note: The event is not allowed to begin until the University receives an insurance certificate.
  - ✓ The lessee's responsibility for returning the facility and its surrounding grounds in the same condition it was prior to the event.
  - ✓ A statement indemnifying the University from liability due to lost, damaged, or stolen property.
  - ✓ Appropriate alcohol permits and liquor liability insurance, if applicable.
  - ✓ Material and service costs, if applicable.

## **6.0 Liability From Discrimination**

- The University is an Equal Opportunity Employer as mandated by Federal, State, and Local law.
- The University files an Affirmative Action Plan yearly with the Louisiana Department of Civil Service, which:
  - ✓ Affirms the University commitment to EEOC guidelines and compliance
  - ✓ Describes how job openings are advertised including locations of publications.
  - ✓ Identifies how discrimination disputes are filed and addressed.
- Responsibility for administering the University's Affirmative Action Plan is placed with the Director of the Office of Operational Review, who is also designated as the University's EEOC Officer.
- The University's hiring practices are compliant with ADA requirements.

## **7.0 Liability From Professional Malpractice**

- The University's Staff Physician is licensed to practice in Louisiana by the Louisiana Board of Medical Examiners.
- The Louisiana Office of Risk Management covers Professional Malpractice insurance for the University's Staff Physician and Nurse Practitioner Faculty.

## **8.0 Liability From Construction Contracts**

- University construction contracts are administered by the Facility Management Director.
- Contracts are drafted to meet specific circumstances surrounding the individual project.
- Contractors are responsible for their own employees and any personal or property damage resulting from their work at the University.

- Contractors and their employees are expected to follow all applicable OSHA guidelines while executing contracts on University property
- The University has specific insurance requirements for all contractors, including Commercial General Liability Insurance, Automobile Liability Insurance, Workman Compensation insurance (for employees), and other coverages as applicable.
- Additionally, The Louisiana Office of Risk Management offers Builder's Risk coverage to cover accidental damage to University property by contractors.