

University of Louisiana at Lafayette Risk Management Statement

Revised: May 2025

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

- EHS and Risk Management manages coverage for all University land, and anything permanently attached to it, such as buildings, homes, garages, fences, and vegetation. This includes the immovables such as Land (including soil and vegetation), structures and permanent fixtures (example: built-in cabinets, HVAC systems, etc.).
 - ✓ Additions (acquired new or existing properties)
 - ✓ Renovations (reflecting new actual cash value)
 - ✓ Deletions (sold or demolished properties)

2.1 Building Safety Inspections

- Departmental Safety Coordinators (DSCs) inspect buildings on campus four times a year for safety reasons 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
 - ✓ Functionality of building elevators
 - ✓ 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 EHS Office.
- Where necessary, the EHS Office facilitates repair of unsafe conditions via Facility Management personnel.
- Additional information regarding Building Safety Inspections can be found in section 3 of the EHS Policy, which can be downloaded at www.safety.louisiana.edu
- Academic buildings are inspected each semester by a representative of Facility Management for unsafe conditions and electrical, mechanical, and plumbing functionality. Additionally, these buildings are inspected for environmental controls

affecting indoor air quality and mold and signs of vermin and fleas affecting the quality of working conditions. In these inspections, buildings are checked for:

- ✓ Appropriate fire safety (extinguishers, exit signage, evacuation routes)
 - ✓ Slip, trip, and obstruction hazards
 - ✓ Functionality of all electrical, mechanical and plumbing systems within the living spaces and general public areas
 - ✓ General electrical and plumbing hazards & emergency lighting
 - ✓ Unauthorized material found in living quarters (where applicable)
- All exterior areas are inspected each semester by representatives of Facility Management. These inspections include: Parking Lots, sidewalks, grounds and tree limbs, that may affect the safety of all faculty, staff and students on campus.
 - Housing locations are all inspected twice a year by representatives of Facility Management, including Apartment Complexes and Dormitories owned by the University. These inspections consist of

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 EHS 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 EHS 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 EHS 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 party and defer all inquiries to ORM and/or the Louisiana Attorney General's office or to the assigned representing firm.
- 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 Departmental Safety Coordinator to complete a DA2000 incident/accident reporting form, in which Human Resources Department will also receive this electronic submission and will then initiate a Workman Compensation claim.

- The EHS Office in conjunction with the police department having appropriate jurisdiction will coordinate 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 EHS Policy, section 18.
- For losses that could be filed under ORM's Property Coverage
 - The EHS Office completes an online intake form (State Property 1st Party Loss form), and submits this to the ORM Claims Management Unit as soon as possible, preferably within one week, but no later than one year following the incident.
 - The EHS 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 EHS 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](#).

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 the 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 EHS 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 Website](#).

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 & Cashier Offices administers the Student Cashier Center in accordance with written [Funds Handling policies and procedures](#).

4.1 Losses Due to Negligence or Criminal Damage to University Property

- This section refers to addressing liability due to acts of negligence or damages to University property (intentional or accidental).
- The EHS Office is responsible for ensuring restitution is requested and enforced following determination that students, staff, or patrons on campus damage property on campus.
 - ✓ If damages are criminal, the restitution will be administered and tracked through the District Attorney's Office. When payments are received, EHS will log, track, and forward payments for deposit to Administrative Services.
 - ✓ If damages are non-criminal, EHS will contact the damaging party and provide options for providing restitution aligning with damage caused. EHS is then tasked with management of obtaining damages and tracking restitution payments. This may be charged to a student account or requested for non-campus patrons. If payments cannot be obtained for the damage, the Office of General Counsel is contacted for assistance with obtaining restitution, depending on the circumstances.

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, Student Union, LITE, Abdalla Hall, the Cecil Picard Building, Athletic stadiums and Cajunfield parking areas and other facilities for individual events that address, among other things:
 - ✓ The responsibility for infrastructure maintenance such as plumbing, electrical, setup and breakdown, etc. (Meter readings to appropriately bill for utilities may apply)
 - ✓ 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.
 - ✓ Custodial Services, as 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 is committed to Equal Employment Opportunity Commission (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 General Counsel, 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.

- The Louisiana Office of Risk Management covers Professional Malpractice insurance for the University's student interns who are unpaid and reported to ORM (annually) for Professional Liability coverage by ORM's 3rd party vendor, Arthur J. Gallagher Insurance.

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, employee training, employee personal protective equipment, 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, following [Exhibit's A, C and D as well as the Insurance requirements for contractors doing business with the University of Louisiana at Lafayette](#).
- Additionally, The Louisiana Office of Risk Management offers Builder's Risk coverage to cover accidental damage to University property by contractors.