

UI Risk can help with risk and insurance topics - information, training and electronic tools

<https://www.uidaho.edu/dfa/administrative-operations/business-services/risk-management>

Does your unit understand the risk and insurance functions of your business services?

UI Risk is happy to help you strengthen your risk and insurance functions, capability, resilience

BEFORE AN OPERATION OR EVENT STARTS

Your unit is responsible for adequate risk planning and consultations with UI Risk regarding risk and insurance. Your unit is responsible for adequate documentation of risk and insurance documents and transactions. Your units is responsible for more than university policy and procedures. All employees must be "reasonable and prudent" (i.e., engage in best practices).

- Risk planning – risk identification and assessment, risk strategies for mitigation
- Information for risk and insurance purposes – respond within deadlines. Coverage depends on YOU.
- Insurance – are you covered? Do you understand what's automatic and when you must enroll?
- Coverage administered by UI Risk includes but is not limited to property and inland marine, Energy Systems (Boiler), Commercial General Liability, Foreign Liability, Auto Liability, Auto Physical Damage, Accident Medical (various), Student Medical Malpractice, Chartered Aircraft, Media Liability, self-insured Workers Compensation. Other units and divisions have other coverage responsibilities.
- Protection of Minors – planning implementation of POM standards – how does this apply to your unit?
- Camp Accident Insurance – secondary to family's Personal Medical Benefits
- Acknowledgement of Risk and Waiver of Liability ("online activity waiver")
- Using vehicles? Standards for Vehicle Use and Coverage – owned, RENTED, leased
 - Understand rules for renting vehicles
 - Pack along the University Auto Accident kit
- Contracts – UI Risk can review and advise concerning insurance, loss and risk transfer clauses
 - Does the contract require university to provide insurance? Does the university have that insurance? Request Certificate of Financial Responsibility
 - Does the contract require the other party to provide evidence of insurance to UI?
 1. Collect correct Certificate of Insurance – UI and other risk champions read for adequacy -OR-
 2. Insurance certificate waiver process (low risk only)

INCIDENT OCCURS

- Your unit is responsible for reporting incidents immediately – your report accesses critical resources
- Involves youth service or minors? Call UI Risk. After hours? Call Security. Use incident report for minors.
- All other incidents – use accident incident report to start the process
You may be directed to use additional forms and supply additional information
UI Risk will advise about claim process, and insurance impacts (provide claims management)

AFTER OPERATIONS, OR AFTER INCIDENT

- Your unit is responsible for reviewing incidents and operations and asking, "what worked? What didn't work?" and making changes based on your internal review.
- UI Risk scans for "enterprise level" risk and insurance issues and recommends changes (with appropriate input and direction from other involved units) in applicable policy and procedures controlled by UI Risk. UI Risk supports other units seeking to make recommended changes.

Questions? Need help?

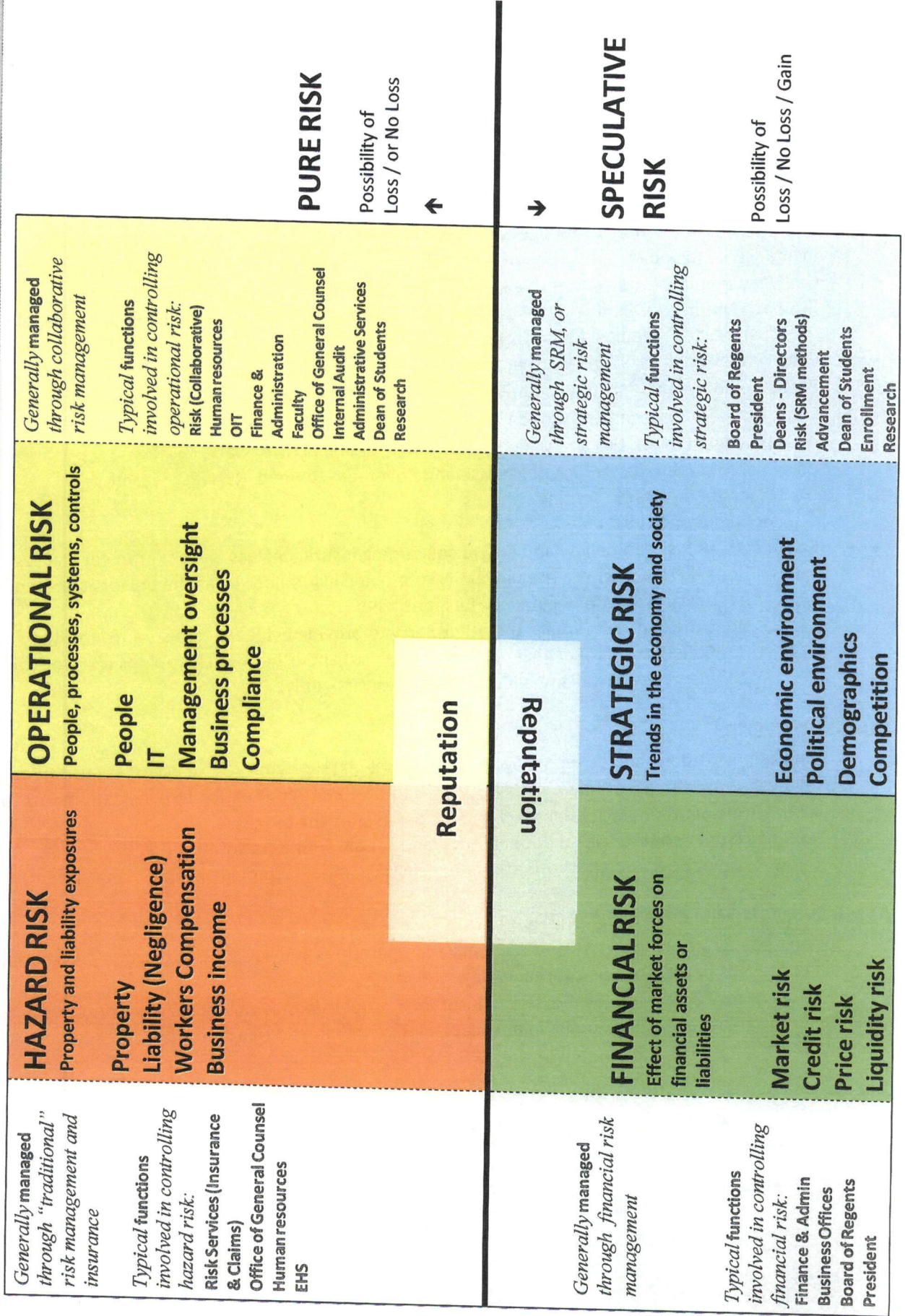
Please contact

risk@uidaho.edu

RISK QUADRANTS

Adapted from Enterprise Risk Management, by Michael W. Elliott

These risk classifications are general, and don't cover every risk faced by the university. There is overlap among the categories. Work on risk needs to be collaborative among university functions and types of risk.



PURE RISK

Possibility of Loss / or No Loss



SPECULATIVE RISK

Possibility of Loss / No Loss / Gain

