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UNIVERSITY OF HAWAI'I

EXECUTIVE POLICY - ADMINISTRATION

August 1983

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E8.207 Risk Management

I. INTRODUCTION

Risk management involves the identification, evaluation and treatment of risks inherent in the operations of an organization. At the University of Hawai'i risk is prevalent at all levels of activities, projects, and programs affecting students, faculty and staff, contractors, equipment and buildings. In certain areas such as motor vehicle operation and bonding requirement for personnel responsible for monies and securities, the State of Hawai'i has policies covering all state departments including the University of Hawai'i. However, because of the enormous variety and range of educational, research, student and support activities and programs being performed within the University system, such activities and programs need to be reviewed carefully by Vice Presidents and Chancellors to ensure that hazardous and dangerous operations as well as other potentially high risk areas are properly addressed to minimize or obviate the University's liability if legal action is brought against it.

This Executive Policy establishes the University's risk management program. As applicable, acquisition of insurance or other coverages shall be made in accordance with Sections 8-1a and 8-5 of the Board of Regents Bylaws and Policies.

II. OBJECTIVES

The objectives of this policy are to:

- A. Establish responsibility of Vice Presidents and Chancellors in implementing the University's risk management program.
- B. Specify situations where liability coverages and indemnification statements or assumption of risk and release are necessary.

III. POLICIES

- A. The University risk management program shall apply to all programs and activities funded by State operating funds (general, special, revolving and agency) and by extramural funds (federal and trust).

- B. Since the State of Hawai'i is generally self insured, additional insurance shall be secured only in cases where hazardous conditions increase the probability of loss or where a formal agreement requires additional insurance or coverage such as bonding arrangements, leases for space, etc.
- C. Vice Presidents and Chancellors shall be responsible for reviewing operations within their jurisdictions to identify known and potential risks which are not covered by stated policy and which exceed the risks normally associated with a particular program, project or activity; to evaluate the need for additional protection against such risks, and, if necessary, to initiate requests to obtain the appropriate insurance within their respective budget allocations or to take necessary actions to indemnify the University and the State from claims arising from accidents, damages, losses, etc.
- D. The Procurement and Property Management Office shall advise and assist Vice Presidents and Chancellors; and shall ensure that University policies and State laws, rules and regulations are adhered to in securing additional insurance and shall be the custodian for all original insurance policies, certificates of insurance and or renewal certificates.
- E. The University shall continue to provide insurance for intercollegiate athletics programs, to secure medical malpractice insurance for the practice of medicine by University personnel, malpractice insurance for other programs; e.g. Nursing and Cosmetology, and to require completion of assumption of risk and release statements from students and University personnel participating in intramural and other activities having inherent risks.
- F. All agreements for the use of University facilities by non University organizations shall include an indemnification statement releasing the University from any responsibility for injuries, damages or losses.
- G. All transferees of rights and interests in University real property, excepting state, county, or city agencies, shall indemnify the University and secure liability insurance to protect the University to a dollar limit as determined by the President or his designee.