



Risk Management Program Fact Sheet

Functional Role

The Risk Management Program strives to protect the campus from the risk of unanticipated loss, manages UC's insurance programs, manages the campus response to lawsuits and claims, analyzes risks involved in campus activities and use of facilities, and resolves contract insurance and indemnification issues.

Goals and Objective

- Provide excellent customer service to all departments and employees
- Identify and develop strategies to minimize the impact of risk
- Assist with implementation and promotion of OP Risk Services initiatives at campus level
- Promote campus training on risk management and loss prevention
- Provide regular presentations to campus users on key areas of risk control

Program Elements

- **Insurance Services:** Staff manages the University's self-insurance programs that include automobile physical damage, general, employment, and automobile liability, professional medical and hospital liability (for the Student Health Center), property, and workers' compensation. In addition, staff administers a variety of commercial insurance programs, which include fine arts, aviation, marine, student off-campus coverage, crime, boiler and machinery, travel accident insurance, and Special Events Liability Insurance. University operations and the loss exposures that arise out of those operations are covered by over 50 self-insurance programs and commercial insurance policies.
- **Litigation and Claims Management:** Staff coordinates the processing and handling of all claims and litigation with the University's third-party claims administrator, UCOP Risk Services, UC Office of General Counsel, and local counsel. Staff manages the e-Discovery process and at the direction of University Counsel, provides notices to individuals and IT staff and tracks preservation holds.
- **Risk Analysis:** Staff assists management and campus departments in the identification, evaluation, mitigation, and elimination of loss exposures created by campus activities and the use of University facilities by non-University individuals and/or groups.
- **Contract Review:** Staff works with the Contracts Office, Office of Real Estate Services, Design & Construction Services, Office of Research, and Procurement Services to evaluate and resolve insurance and indemnification issues in leases and agreements with 3rd party organizations and vendors.

- Subpoenas and Authorizations for the Release of Records: Staff requests records from campus custodians of record and prepares their release. In addition, staff consults with campus and local counsel as needed and is responsible for accepting and processing subpoenas and authorizations for the release of records.

Regulatory Compliance

State of California

- Laws Governing Subpoenas and Authorizations to Release Information
- Regulatory Compliance: Staff reviews regulatory requirements and develops programs to ensure campus compliance with applicable standards, UC and campus specific insurance programs and all applicable state and federal law. Staff provides assistance to the campus community in the implementation of these programs.

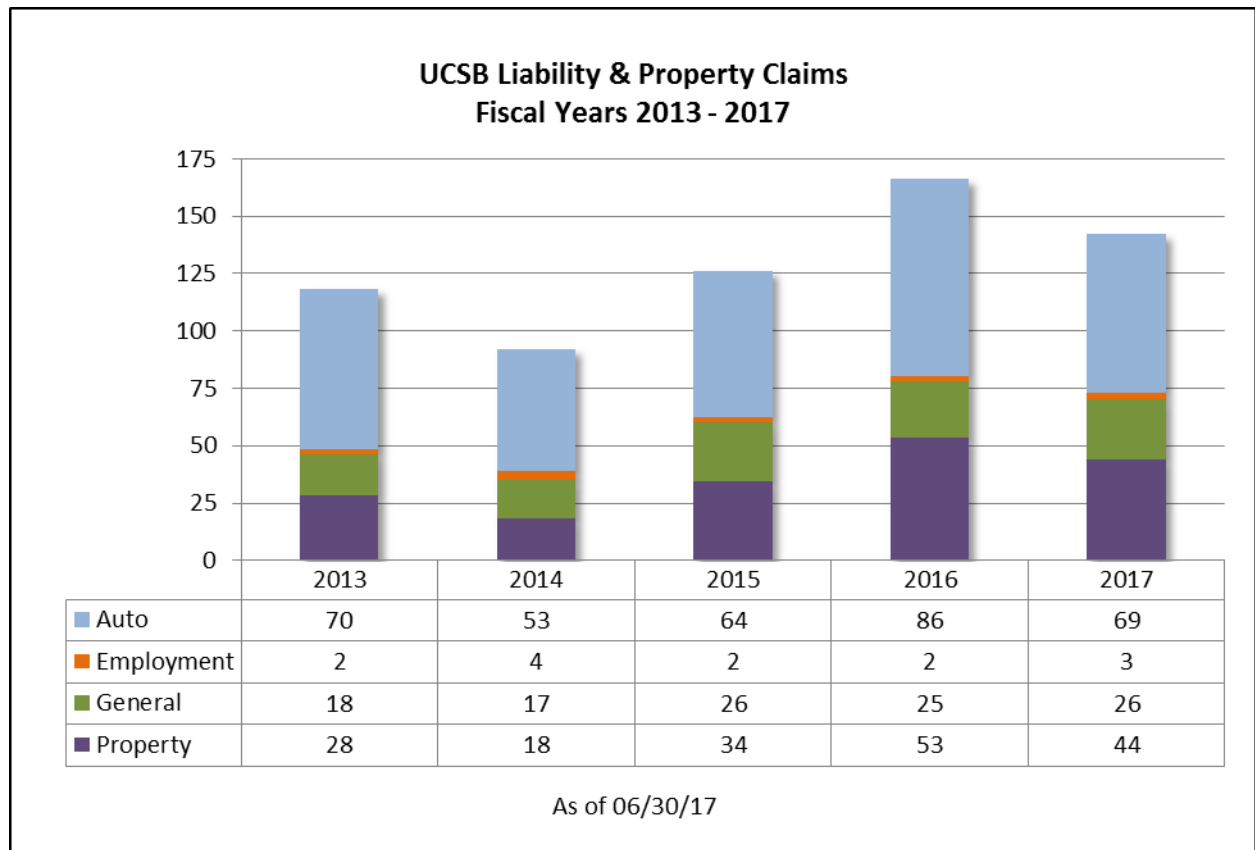
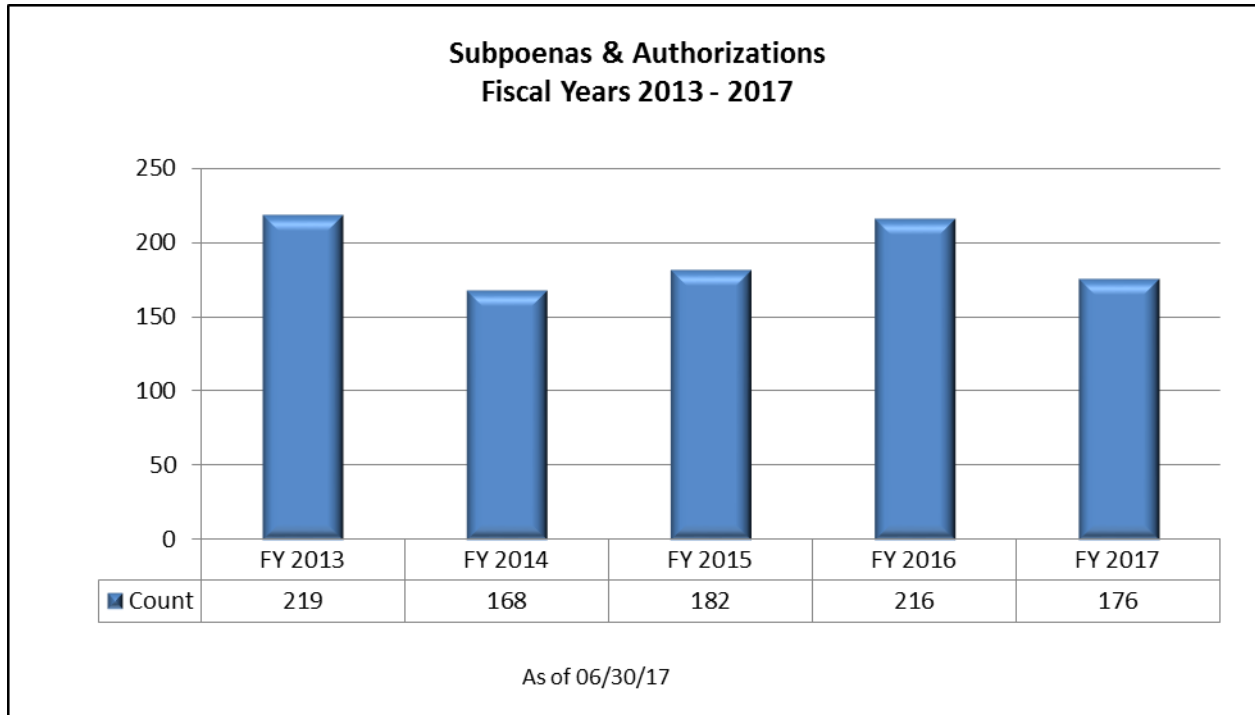
Office of the President

- Regents' Bylaw - Standing Order 100.4(DD) (9) (Prohibits defense and indemnification for conduct of persons other than UC officers, agents, employees, students, invitees, & guests.)
- General Liability Insurance Program (Business and Finance Bulletin, BUS-81)
- Employment Liability Insurance Program (Business and Finance Bulletin, BUS-81)
- Auto Liability Insurance Program (Business and Finance Bulletin, BUS-81)
- Property, Fine Arts, Library Materials, & Boiler & Machinery Insurance Programs (Business and Finance Bulletin, BUS-81)
- Marine and Aviation Insurance Programs (Business and Finance Bulletin, BUS-81)
- Insurance Requirements (Business and Finance Bulletin, BUS-63)
- Travel Requirements (Business and Finance Bulletin, G-28)
- Use of University Vehicles (Business and Finance Bulletin, BUS-46)

Campus

- Policy: How to Respond To Information Requests (Subpoenas, Authorizations to Release Information, and FBI and other government agency Background Checks)

Program Performance Management Statistics



Contact the Office of Environmental Health and Safety at (805) 893-4447 if you have any questions.