LSU

Louisiana State University
Finance and Administration
Standard Operating Procedure

FASOP: RM-01

Risk Management Services

Purpose

This FASOP establishes how University units work with the LSU Office of Risk Management to identify, evaluate, and manage risk. It describes the services the Office of Risk Management provides and the procedures for requesting risk management assistance, obtaining insurance and risk transfer review, reviewing agreements with risk transfer provisions, and reporting incidents and other events.

Risk management is a shared responsibility, and every member of the University community is a risk manager within their area of operations. University units are expected to identify and manage routine risks within their areas of responsibility through planning, supervision, compliance with University requirements, and sound judgment. The Office of Risk Management provides support when a matter requires insurance guidance, claims coordination, risk transfer review, or assistance evaluating a significant, unusual, or uncertain exposure.

Scope

This FASOP applies to Louisiana State University A&M.

Responsibilities

University units are responsible for managing risks within their operations and requesting support from the Office of Risk Management when specialized risk management guidance, insurance review, claims coordination, risk transfer review, or assistance evaluating a significant, unusual, or uncertain exposure is needed.

The Office of Risk Management administers the University's risk management program, including risk financing and insurance, claims coordination, risk assessment, risk control, risk transfer review, and risk management awareness.

The Office of Risk Management provides consultation, guidance, and coordination. Each unit remains responsible for managing its operations and implementing appropriate mitigation measures within its area of responsibility.

Risk Financing and Insurance

The University is insured through a program of self-insurance, self-insured retentions, commercial insurance, and other approved risk financing mechanisms administered by the Office of Risk Management.

The Office of Risk Management manages all claims within the University's self-insured retentions. No University unit, employee, or other representative may settle a claim or make, promise, or provide a payment for damages to a third party in connection with a loss, incident, or claim against the University. All claims and any related payments must be coordinated through and authorized by the Office of Risk Management.

No University unit may purchase, bind, renew, cancel, or materially change insurance coverage without prior review and approval by the Office of Risk Management.

Units needing insurance coverage, a certificate of insurance, evidence of coverage, or review of insurance requirements must contact the Office of Risk Management. Units should not represent that insurance coverage is available, adequate, or approved until confirmed by the Office of Risk Management.

The Office of Risk Management determines whether existing University coverage applies, whether additional coverage is needed, and whether a proposed insurance requirement is appropriate for the activity, agreement, or exposure.

When to Request Risk Management Support

Units should request support from the Office of Risk Management when they need assistance evaluating or addressing a significant, unusual, or uncertain exposure.

Support should be requested as soon as reasonably possible when a unit needs assistance with:

1. Insurance coverage, certificates of insurance, evidence of coverage, or interpretation of insurance requirements.
2. A contract, agreement, memorandum of understanding, affiliation agreement, facility use agreement, lease, license, or other arrangement that does not use LSU standard terms and includes insurance, indemnification, waiver, limitation of liability, hold harmless, or other risk transfer provisions.
3. A new or unusual program, activity, event, project, or initiative where the unit is uncertain about the exposure or appropriate mitigation.
4. An activity involving elevated or unusual risk, including but not limited to minors, animals, vehicles, watercraft, aircraft, drones, high-risk travel, public participation, physical activity, hazardous conditions, high value property, or large public events.
5. An activity or event that may require a participant waiver, release, or other acknowledgment of risk.
6. Acquisition, lease, loan, transfer, or disposal of significant property, equipment, vehicles, or other assets when insurance or risk management guidance is needed.
7. A significant change in operations, facilities, staffing, equipment, services, or location that may affect the unit's insurance needs, risk profile, or ability to manage potential losses.
8. A situation where the unit is unsure whether the exposure is routine, significant, unusual, or otherwise requires support from the Office of Risk Management.

Contract and Agreement Review

Agreements may be signed on behalf of LSU only by the President or by an individual acting within the scope of signature authority delegated in writing, as provided in the Bylaws and Regulations of the LSU Board of Supervisors.

The Office of Risk Management reviews insurance, indemnification, limitation of liability, waiver, hold harmless, and other risk transfer provisions in agreements involving LSU, along with the Office of General Counsel.

Agreements that do not use LSU standard terms are typically routed to Risk Management by the responsible University office, such as Procurement Services, Sponsored Programs, Academic Affairs, or

Facility and Property Oversight, as part of the appropriate review process. Risk Management review does not replace other required University approvals.

Incident Reporting

Units must report incidents to the Office of Risk Management as soon as reasonably possible. Reportable incidents include injuries, workplace illnesses, property damage, vehicle accidents, theft, loss, damage to University property, damage caused by University operations, and any other event that may give rise to a claim against the University.

Early reporting allows the Office of Risk Management to investigate, preserve information, coordinate any insurance or claims response, evaluate coverage, communicate with appropriate University officials, and identify steps to reduce the likelihood of recurrence.

The Risk Management website provides the specific reporting forms and instructions for each type of incident. Workplace injuries must be reported through the University's 24-Hour Employee Injury Call Center at 877-764-3574 (select Menu Option 1); all other incidents must be reported using the form or method indicated on the website. Units that are unsure how to report an incident should contact the Office of Risk Management.

Reporting to the Office of Risk Management does not replace other reporting requirements established by University policy or law. Depending on the nature of the event, separate reporting may be required under PM-73 (Power-Based Violence and Sexual Misconduct), PM-16 (Protection of Minors), PM-80 (Hazing), PS-19 (Environmental Health and Safety), the Clery Act (certain campus crimes, reported to LSU Police), and applicable Human Resource Management policies. Matters involving lawsuits, subpoenas, legal demands, or other legal action should be directed to the Office of General Counsel.

Following an incident, units must cooperate with any investigation or claims process, preserve relevant records and evidence, provide requested information, and implement appropriate mitigation measures.

Records and evidence related to an incident or claim must be retained for at least 30 months (two and one-half years) from the date of the incident, unless the Office of Risk Management provides further direction. Records subject to a litigation hold or other instruction from the Office of Risk Management or the Office of General Counsel must be retained until the hold is released.

Units must not admit liability, accept fault, make payment commitments, promise reimbursement, or make commitments on behalf of LSU related to an incident or claim. Inquiries from claimants, attorneys, or insurers should be directed to the Office of Risk Management.

Units must not independently pursue or accept recovery from third parties for damages or losses. These matters must be reported to and coordinated through the Office of Risk Management.

Resources

Additional guidance, forms, and resources are available through the LSU Office of Risk Management website:

lsu.edu/riskmgt

Contact

Questions regarding this FASOP should be directed to the LSU Office of Risk Management at riskmanagement@lsu.edu or by phone at 225-578-3283.