POLICY

.100 POLICY STATEMENT
The policy sets forth high-level Risk Management roles and responsibilities for the Chancellor's Office and the Institutions.

.110 POLICY RATIONALE
OUS seeks to ensure that the high-level roles and responsibilities of the Chancellor's Office and the Institutions related to Risk Management are documented, communicated, and clearly understood and applied.

.120 AUTHORITY
.130 APPROVAL AND EFFECTIVE DATE OF POLICY

Approved by the Budget and Finance Committee of the Board on 2/15/02 as part of the Fiscal Accountability Framework Final Report. The effective date of the policy is 3/1/02.

.140 KNOWLEDGE OF THIS POLICY

All Chancellor's Office and institutional personnel with risk management and related responsibilities should be knowledgeable of this policy.

.150 DEFINITIONS

None.

.160 HIGH LEVEL ROLES AND RESPONSIBILITIES

4. A. DAS, RISK MANAGEMENT DIVISION

<table>
<thead>
<tr>
<th>High level roles</th>
<th>High level responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>Buys all commercial insurance for state agencies other than medical/dental and student-related; manages Insurance Fund for property and liability coverage.</td>
</tr>
<tr>
<td>Management</td>
<td>Approves or denies level and nature of insurance coverage for institutions and administers property and liability claims.</td>
</tr>
</tbody>
</table>

5. B. CHANCELLOR'S OFFICE

<table>
<thead>
<tr>
<th>High level roles</th>
<th>High level responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing</td>
<td>Bids and buys all student related insurance through delegated authority from RMD.</td>
</tr>
<tr>
<td>Liaison</td>
<td>Lobbies RMD for additional/special coverage on behalf of the institutions and otherwise acts as liaison for the institutions with RMD.</td>
</tr>
<tr>
<td>Consultative</td>
<td>Consults and advises institutions on safety and health, workers' compensation, student health and other student insurance, insurance requirements for contracts.</td>
</tr>
</tbody>
</table>

6. C. INSTITUTION
High level roles | High level responsibilities
--- | ---
Environmental H & S | Compliance
Compliance | Compliance with local, state, and Federal health and safety regulations including OR-OSHA, RCRA, OHD, NRC, DEQ, DEA, EPA, DOT, NHTSC, UFC, and TSCA, also lead-based paint.
Management | Conducts risk assessments of physical hazards in facilities and emergency preparedness.
Prevention and Training | Risk prevention, health and safety training.

Workers' Comp Coordinator
Claims | Processes and manages workers' comp claims including, initiation, claim completion, investigation, return to work planning, and representation of institution at hearings.
Consultative | Resource to institutional personnel on all aspects of workers' comp including PWP, CBIW, EAIP, and modified duty.

Risk Coordinator
Claim Processing | Processes property and liability claims and report to RMD.

SHS Coordinators
Management | In coordination with Chancellor's Office, reviews student health needs and evaluates coverage plans; administers student health insurance.
Education | Educates students in healthy living styles and in student health insurance coverage.

Athletics Insurance Coordinator
Management | In coordination with Chancellor's Office, reviews athletic coverage bids and select coverage, and administers student athlete claims.

.690 CONTACT INFORMATION

Direct questions about this policy to the following offices:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>General questions from institutional personnel</td>
<td>Institution Office of Business Affairs</td>
</tr>
<tr>
<td>General questions from institutional central administration and Chancellor's Office personnel</td>
<td>Chancellor's Office, Office of Legal Counsel - Risk Management</td>
</tr>
</tbody>
</table>

.695 HISTORY
APPENDIX

None.

Appendix Last Updated: 10/15/03