

## FACT SHEET

### RISK MANAGEMENT

#### Introduction

Arizona State University (ASU) is required to comply with the Arizona Administrative Code (AAC) Title 2 - Administration, Chapter 10 – Department of Administration Risk Management Services, Article 2 - Loss Prevention. This code applies to all state agencies and establishes loss prevention program requirements which encompass environmental protection, property protection, occupational safety and health, fleet safety, and the prevention and control of losses that may arise specific to each agency's operation.

All EH&S employees as well as employees in other departments are instrumental in accomplishing the requirements listed below. The EH&S Risk Manager serves as the official liaison between ASU and the Arizona Department of Administration (ADOA), Risk Management, Loss Prevention division.

#### Applicable ASU Policies

- EHS Policies and Procedures Manual

#### Applicable Regulations

- Arizona Administrative Code (AAC) R2-10-206 & 207 - Agency Loss Prevention Program

#### Summary of Requirements

- EH&S conducts in-house reviews of construction building plans, the purchase of specialized hazard control equipment, and hazard identification. EH&S also identified any required corrective actions on behalf of ASU. The ASU review and corrective action meets requirements of the ADOA review requirements.
- The ASU Risk Manager responds to formal reports submitted to the President's Office and to EH&S Loss Prevention from the ADOA Risk Management (RM) concerning program deficiencies or hazardous conditions that may lead to loss.
- EH&S develops and implements ASU's loss prevention program, on behalf of ASU, that integrates loss prevention and safety policy into all ASU activities and is applicable to state and federal standards, state worker and property protection measures, programs, practices, and procedures to protect the state from third-party liability claims; and develops and implements policies, practices, and procedures to reduce the frequency and severity of future losses.
- The ASU Risk Manager assists with developing and ensuring that a policy letter is issued to all ASU employees that expresses ASU's commitment to preventing or controlling losses and solicits the support of ASU employees to the goals and

objectives of loss prevention. The LPC is appointed by the President (or designated representative) and must be a qualified management level professional.

- The ASU Risk Manager conducts and coordinates the loss prevention program, reports to the ASU President (or designated representative) on matters pertaining to the administration of the loss prevention program at ASU, interprets and applies policies and procedures, chairs and coordinates the ASU Fleet Safety Committee, reviews ASU loss claims, and makes recommendations to prevent future losses. ASU's loss prevention program must include the elements summarized below:
  - an ASU-specific loss prevention policy statement;
  - new employee and continuous in-service training programs that include documentation and recordkeeping of employee training;
  - an emergency plan for each ASU location that establishes procedures to follow in the event of serious injury, fire, or other emergency;
  - procedures for scheduled safety inspections of buildings, grounds, equipment, and machinery;
  - procedures for accident and incident investigations;
  - a maintenance program for state-owned vehicles, equipment, and grounds under the control of ASU that includes a preventive maintenance program with a written schedule of routine inspection, adjustment, cleaning, lubrication, and testing of equipment including boilers and machinery, fire protection, security and emergency equipment, motor vehicles; and, safety procedures for jobs subject to a serious accident;
  - a fire protection program that meets the standards described in the Arizona State Fire Code contained in the Fire Protection Manual 1990 edition which is incorporated by reference and on file with the Department and the Office of the Secretary of State;
  - systems and procedures to protect the personal security of each employee and prevent loss of or damage to state property;
  - a land, facility, equipment, or process environmental protection program;
  - an industrial hygiene program that encompasses an existing or potential health hazard with a documented survey of ASU facilities and work practices to identify areas of concern such as noise, air contamination, ergonomic factors, lighting and confined spaces; procedures to notify employees of health hazards, medical monitoring when applicable, and personal protective equipment requirements;
  - a motor fleet safety program for an employee operating a state or other vehicle on state business; and,
  - a safety and security standard for a construction site where state employees work.

**NOTE:** “Agency head” was replaced with “President (or designated representative)” in the above summary.  
“Agency” was replaced with ASU.

## **Property and Liability Insurance Services (EH&S)**

ASU Insurance Services is currently located in the Environmental Health & Safety. Insurance Services handles all aspects of property and liability (P&L) concerns that include, but are not limited to:

- Working with the ASU community to ensure special events occurring on ASU property meet the States requirements for P&L coverage and limits;
- Conducting contract review for P&L insurance concerns relative to a certificate of insurance request only.
- Processes all P&L claims and provides in-house customer consultation to ASU departments that have sustained a P&L loss;
- Obtaining insurance for ASU employees traveling to sanctioned countries; and,

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