

Policy 3-113: Insurance Inspections

Revision #0. Effective date: June 8, 1977.

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I. Purpose and Scope

A. Purpose.

To outline university policy concerning carrying out of inspections by representatives of the university's insurers and the implementation of their recommendations.

B. Scope

[reserved]

II. Definitions

[reserved]

III. Policy

A. Policy

1. Support for Inspections. The university supports and encourages periodic inspections by its insurance carriers of its plant and equipment to reduce or eliminate risk.
2. Inspection Arrangements. Representatives of the insurance carriers will be authorized to inspect the university's plant or equipment only when accompanied by authorized university personnel.

B. Procedures

1. Coordination. The insurance coordinator shall be responsible for coordinating the inspection program and supporting arrangements, including:
 - a. Determination that inspectors are authorized representatives of university insurance carriers.
 - b. Providing for appropriate university personnel to accompany inspectors during inspection tours.
 - c. Prompt evaluation of and report to the vice president for administrative services as to insurance company's recommendations based on inspections.
 - d. Recommendation of specific corrective action to reduce or eliminate risks of loss disclosed by insurance inspections.
2. Review and Implementation of Recommendations.
 - a. Upon receipt of the insurance company's report of findings and recommendations, the insurance coordinator will distribute copies to the offices of vice president-executive assistant, university counsel, public safety department, facilities planning and construction, and/or plant operations, as appropriate with a request for comment. Unless immediate action is warranted, 30 days will ordinarily be allowed for formal response.

- b. After considering all comments, the insurance coordinator shall recommend to the vice president for administrative services, a university position with respect to each of the insurance company's recommendations, as follows:
 - i. Specific actions that have been taken.
 - ii. Specific action proposed to be taken, subject to available funding.
 - iii. Detailed justification for rejection, postponement, or modification of actions recommended by the insurer.
- c. Following review by the Cabinet, the vice president for administrative services will issue an appropriate institutional response to the insurer.

Sections IV- VII are for user information and are not subject to the approval of the Academic Senate or the Board of Trustees. The Institutional Policy Committee, the Policy Owner, or the Policy Officer may update these sections at any time.

IV. Policies/ Rules, Procedures, Guidelines, Forms and other Related Resources

- A. Policies/ Rules. [reserved]
- B. Procedures, Guidelines, and Forms. [reserved]
- C. Other Related Resources. [reserved]

V. References

- A. Policy 3-300: University Health and Safety Policy
- B. Policy 5-310: Accident and Liability Reporting and Prevention

VI. Contacts

The designated contact officials for this regulation are

- A. Policy Owner(s) (primary contact person for questions and advice): Manager
Office of Risk Management

B. Policy Officer(s): Vice President for Administrative Services

See Rule 1-001 for information about the roles and authority of policy owners and policy officers.

VII. History

A. Current version. Revision 0.

1. Approved by Board of Trustees June 8, 1977 with Effective Date June 8, 1977
2. Editorial Revisions
 - a. Editorially revised November 30, 2023 to move to current regulations template.
 - b. Editorially revised October 29, 2012 to update format, numbering, and contact information.

B. Renumbering

1. Renumbered from Policy and Procedures Manual 2-75