

Memo To: All UH-Downtown/PS Holders
From: Juan Sánchez Muñoz, President
Subject: Risk Management

UH-Downtown/PS 01.D.03
Issue No. 3
Effective date: 12/20/2019
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1. PURPOSE

This policy statement describes the guidelines of the risk management program at the University of Houston-Downtown (UHD) intended to preserve and protect its physical, human, fiscal, and environmental resources.

2. DEFINITIONS

- 2.1 Employee: Any person employed by and paid through the payroll system of the University of Houston-Downtown.
- 2.2 Near Miss: An incident that leaves no injuries, no property or equipment damages and little or no evidence that it even occurred. Near miss reporting enables early intervention and improves the safety culture by identifying risks before an accident occurs.
- 2.3 Occupational Accident: A sudden, unplanned, unintentional event or occurrence that interrupts the efficient completion of a work related activity.
- 2.4 Occupational Exposure: An exposure to a condition or conditions that may result in the contraction of an occupational illness.
- 2.5 Occupational Injury: Physical harm or damage occurring to an employee because of an accident or an event compensable under the Texas Workers' Compensation Act and arising out of, or in the course of, the employee's employment with the University of Houston-Downtown.
- 2.6 Risk Management: A specialized process used to minimize and control the University's exposures and losses.

3. POLICY

- 3.1 The University is committed to minimizing the total cost of managing and mitigating risk by:
 - a. Routinely identifying significant known perils and risks to which the University may be exposed,

- b. Avoiding unnecessary or unreasonable exposures to the extent practicable,
- c. Taking reasonable and appropriate loss control techniques to control the frequency and severity of losses that are unavoidable, and
- d. In accordance with State law, insuring individual or aggregate exposures that represent a large potential loss that the use of normal operating funds for coverage would be prohibitive.

3.2 University Risk Manager's Responsibilities:

3.2.1 The University Risk Manager serves under the direction of the Vice President for Administration and Finance, and is responsible for planning, organizing, coordinating, implementing, monitoring the University's risk management program in consultation with the University of Houston System Office of Risk Management.

3.2.2 The Risk Manager's authority and responsibilities shall not cross over into other functional areas of the University; however, a comprehensive risk management program touches all functional areas of the University. Accordingly, all functional areas shall cooperate with the Risk Manager in the development and implementation of the risk management program.

3.3 Prompt Reporting of Accidents, Incidents, Near Misses and Property Loss

3.3.1 It is imperative that any incident that occurs either on or off campus that could be considered a claim be reported to the appropriate party within two business days. This includes, but is not limited to:

- a. An employee who is injured while conducting official University business;
- b. An individual who is not an employee is injured on campus;
- c. An accident involving a University vehicle including low-speed vehicles such as golf carts, Segways, etc.; and
- d. Property damage to University-owned property.

3.4 Employee Occupational Injury, Illness, Exposure or Near Miss

3.4.1 The University is required to fully cooperate with the State Office of Risk Management to properly administer the state employee workers' compensation program. When an employee injury occurs:

- a. Contact and forward reports to the Benefits staff in Employment Services and Operations (ESO).
- b. Contact the Office of Environmental Health and Safety (EHS) representative to conduct a prompt investigation of the incident.

3.5 Accidents Involving a Student, Visitor, Vehicle or Property Loss

3.5.1 Forward all initial information (within two business days) and subsequent follow-up information to:

- a. The University of Houston-Downtown Risk Manager, who in turn will forward the information to the University of Houston System Risk Management representative.

3.5.2 Contact the EHS representative to conduct a prompt investigation of the incident.

4. PROCEDURES

4.1 Employee Occupational Injury, Illness, Exposure or Near Miss

4.1.1 The University is required to fully cooperate with the State Office of Risk Management to properly administer the state employee workers' compensation program. Details regarding UHD's Workers' Compensation may be found in [PS 02.A.25, Workers' Compensation](#).

4.1.2 Students and/or visitors involved in an accident on-campus must complete the [Student/Visitor Incident Report form](#), and submit to the Office of Environmental Health and Safety. .

4.1.3 Should the individual involved in the accident be unable to complete the [Student/Visitor Incident Report form](#) initially, the UHD employee and/or witness should provide an initial assessment of the incident via email or Police report. .

4.2 Vehicle Accidents

Drivers involved in a vehicle accident, whether the vehicle is damaged or not, must complete the [Auto Accident Report form](#) and submit to the Risk Manager to determine if a claim for physical

damage is applicable.

4.3 Property Loss or Damage

4.3.1 [The University of Houston System Property Loss Claim Report](#) must be submitted to the Risk Manager when there is property loss or damage.

4.4 General Liability

4.4.1 Accidents or incidents which create a possible liability against the University must be reported promptly to the Risk Manager.

5. REVIEW PROCESS

Responsible Party (Reviewer): Vice President for Administration and Finance.

Review: Every three years on or before May 1st.

Signed original on file in Employment Services and Operations.

6. POLICY HISTORY

Issue #1: 08/04/99

Issue #2: 07/09/15

7. REFERENCES

[SAM 01.C.02 - Risk Management - Allocation of Insurance Premium and Claim Reimbursement](#)

[SAM 01.C.13 - Risk Management - Business Use of Vehicles](#)

[SAM 01.C.11 - Risk Management - Property Loss Claim](#)

[PS 02.A.25 - Workers' Compensation Policy](#)

[Student/Visitor/Contractor Accident Report Form](#)

[Vehicle Accident Report](#)

[Property Loss Report](#)