

3.1 RISK MANAGEMENT PLAN

PURPOSE AND OBJECTIVES

Baylor University is dedicated to the following Mission, Vision, and statement of Values:

In context with the Mission, Vision, and Values, the Board of Regents, the Executive Staff, the Faculty, Staff and Students of Baylor University developed this integrated plan for assessment and improvement of risk identification and risk management services. The plan establishes a systematic and comprehensive approach to assess risk and services provided by Baylor University.

Of paramount importance, this plan provides Baylor University with the mechanisms to identify opportunities for improvement in care and services and to establish and apply specific corrective actions.

ACCOUNTABILITY AND AUTHORITY

The Director of Risk Management is responsible for planning, organizing, coordinating, directing and implementing the Risk Management program. The Director of Risk Management is empowered to implement loss prevention programs to reduce the possibility of injuries, property damage, and financial losses and to improve and enhance the adequacy and quality of university services.

The Director of Risk Management reports to the Office of General Counsel. The Office of General Counsel reports to the President. The Director of Risk Management will report risk management issues to the Risk Management Committee on a quarterly basis.

RISK MANAGEMENT FUNCTIONS

The Risk Management program encompasses all aspects of University activities through the implementation of risk identification, risk analysis, risk control and risk financing systems.

In order to carry out these functions, the Director of Risk Management shall have access to all necessary and relevant University data including, but not limited to committee minutes, financial records and various departmental files.

RESPONSIBILITIES OF DIRECTOR OF RISK MANAGEMENT

The responsibilities of the Director of Risk Management include, but are not limited to:

- A. Plan, organize, coordinate, direct and implement the risk management program.
- B. Review incident reports, DPS records and other University documents and when necessary investigates and intervenes.
- C. Assemble and analyze aggregate data on claims.

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- D. Develop, coordinate, and provide Risk Management education programs, as appropriate, to:
 - 1. New Staff and Faculty
 - 2. Student Groups
 - 3. University departments
- E. Develop and implement loss prevention programs.
- F. Coordinate claims investigation and litigation management, the internal or external claims handling staff, its designated agents and legal counsel.
- G. Recommend University's position on defense posture and settlement authority of pending claims and suits to the Office of General Counsel.
- H. Provide adequate information to the insurance companies so they can establish appropriate reserves on all claims.
- I. Review contracts, agreements and affiliation agreements.
- J. Coordinate risk financing activities with the Office of General Counsel.
- K. Interact with Risk Management Committee.
 - 1. Reviews trends identified through the risk management process.
 - 2. Reports to the Office of General Counsel issues identified through the risk management process.
- L. Serve on University committees.
 - 1. Risk Management Committee
 - 2. Special Events Committee
 - 3. Physical Security Committee
 - 4. Fire and Occupational Safety Committee
 - 5. Lab Safety Committee
 - 6. Radiation Safety Committee
 - 7. Laser Safety Committee
 - 8. Aviation Safety Committee
 - 9. Contract Management and Steering Committee

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- 10. Other committees and task forces as appointed
- M. Prepare and administer the risk management budget.
- N. Coordinate Risk Management activities with regulatory and licensing organizations.
- O. Maintain education in Risk Management theory and practice through attendance at seminars, conferences, and membership in professional organizations.
- P. Monitor legislative activities that may affect Risk Management and other University programs.

RISK IDENTIFICATION

Risk Identification is accomplished in whole or in part through review of:

- A. Incident reports
- B. Student/Family complaints
- C. Legal complaints and suits
- D. Committee reports and minutes
- E. Third party reports, i.e., state licensure, departments of professional regulations, insurance carriers
- F. Security and safety reports
- G. Physical auditing
- H. Staff referrals/interviews

RISK ANALYSIS

Information collected through risk identification systems is reviewed, analyzed and shared with appropriate administrators, departments and/or committees, which may include:

- A. Risk Management Committee
- B. Executive Council
- C. Other Administrative Staff as requested

The Director of Risk Management forwards the results of analytical review to the person responsible for the areas involved to review, evaluate and respond back to Risk Management department.

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Formulated: 1/2004

Reviewed: 4/2009

Revised: 2/1/2011

[Signature on File] _____
Warren A. Ricks, CRM
Chairman, Risk Management Committee
Assistant Vice President and Chief Risk Management Officer

Date

[Signature on File] _____
Charles D. Beckenhauer
General Counsel

Date

[Signature on File] _____
Dr. Reagan Ramsower
Vice President for Finance and Administration

Date