

Risk Management 101



The screenshot shows the 'Safety and Risk Services' page of the University of Oregon. The header is dark green with the university logo and navigation links: APPLY, VISIT, GIVE. Below the header is a green banner with the title 'Safety and Risk Services' and a search bar. A horizontal menu contains links to various services: UO Police, Emergency Management, Risk & Insurance (highlighted), Environmental Health & Safety, Campus Mapping, ERM Program, Resilience Initiatives, and About. The main content area is divided into two columns. The left column, titled 'RISK & INSURANCE', lists various services with dotted lines below each: Claims, Driver Certification, Drones on Campus, Event Insurance for Facility Users, Insurance Program, Request Certificate of Insurance, Request to Serve Alcohol, Travel Registration, Volunteers, Report an Injury, Waivers of Liability, Youth Programs: Protecting Minors, and Youth Program Registration. The right column features a 'Home' link, a main heading 'Risk Management and Insurance', a paragraph describing the department's role, a 'Contacts:' section with three bullet points (General Risk Management, Flo Hoskinson, Lisa Taylor), and a 'Forms:' section with one bullet point (Request Certificate of Insurance).

UNIVERSITY OF OREGON [APPLY](#) [VISIT](#) [GIVE](#)

Safety and Risk Services

search this site

- [UO Police](#)
- [Emergency Management](#)
- [Risk & Insurance](#)**
- [Environmental Health & Safety](#)
- [Campus Mapping](#)
- [ERM Program](#)
- [Resilience Initiatives](#)
- [About](#)

RISK & INSURANCE

- [Claims](#)
- [Driver Certification](#)
- [Drones on Campus](#)
- [Event Insurance for Facility Users](#)
- [Insurance Program](#)
- [Request Certificate of Insurance](#)
- [Request to Serve Alcohol](#)
- [Travel Registration](#)
- [Volunteers](#)
- [Report an Injury](#)
- [Waivers of Liability](#)
- [Youth Programs: Protecting Minors](#)
- [Youth Program Registration](#)

[Home](#)

Risk Management and Insurance

Risk Management and Insurance works to optimize risk identification, mitigation, and control in all university activities. It protects the university's assets by identifying and analyzing risk exposures, controlling those exposures, mitigating risks, financing losses, and implementing and monitoring risk-management processes.

Contacts:

- [General Risk Management](#) (P) 541-346-8316
- [Flo Hoskinson](#), Risk Manager (P) 541-346-3233
- [Lisa Taylor](#), Insurance and Claims Coordinator (P) 541-346-2307

Forms:

- [Request Certificate of Insurance](#)

<https://safety.uoregon.edu/risk-management-and-insurance>



UO Insurance Program

UO's insurance portfolio: 23 lines of coverage

Property

- Department: \$5,000 (no change)
- UO deductible: \$250,000
- Insurance Carrier: AIG

Liability

- Department: \$5,000 (no change)
- UO deductible: \$500,000
- Insurance Carrier: United Educators

Reporting Claims and Incidents

<https://safety.uoregon.edu/claims>

- ❖ **Property** A loss to university property
- ❖ **Vehicle** A loss to a university, Motor Pool, state, rental, or third-party vehicle
- ❖ **General Liability** A loss associated with a breach of a legal duty (also known as tort claims)
- ❖ **Incident Reporting** Injury or damage to visitors, guests and students.



Property Claim

Property Claims

A property claim is:

- Building or property damage due to accidents, fire, broken pipes, vandalism, or weather
- Missing or damaged property due to theft

Departments are subject to a \$5,000 deductible

Contacts

- [General Risk Management](#) (P) 541-346-8316

General rules for use

All claims involving property loss or damage must be immediately reported to the Office of Risk Management. Losses due to theft, break-in or vandalism are criminal acts and must be immediately reported to the [University of Oregon Police Department](#).

Process

START A CLAIM BY EMAIL

What information is needed to initiate a property claim?

- Department contact information
- A narrative of the incident, including the date and time of loss, immediate actions taken, witnesses
- Description of damaged or lost property

<https://safety.uoregon.edu/property>



Vehicle Incident

Process

Procedures for UO Employees, Students, and Volunteers

1. Report to UOPD: 541-346-2919 or DIAL 911 if an emergency or not on Eugene Campus
2. Report to the Office of Risk Management: 541-346-8316 within 24 hours
3. Complete a Vehicle Online Incident Report. Additional forms may be required; please refer to the vehicle accident packets (in UO vehicles).

Online Vehicle Incident Report

For more information, download the [Reporting Procedures Quick Guide](#).

Information and Resources

- **Driving a Personal Vehicle on University Business?** All University staff that wish to drive their personal vehicles on University business must complete the [Request to use Personal Vehicle for the University of Oregon Business form](#). Departments are responsible for retaining this form according to record retention rules. For more on UO business Travel information please visit our [Travel Registration page](#).
- **Vehicle Crimes:** If the loss is due to a hit-and-run, theft, break-in, or vandalism, these incidents are criminal and need to be reported to law enforcement immediately. If the incident occurred on university property, contact UOPD. Otherwise, contact local law enforcement.
- **Deductible:** University-owned, Motor Pool, state, and rental vehicle claims are subject to a deductible. Departments are responsible for \$5,000 of the deductible. The Office of Risk Management will work directly with the responsible department to coordinate the repair efforts. Risk Management will work directly with Motor Pool to facilitate the claims on Motor Pool vehicles. The Motor Pool will charge the department for repair costs.

<https://safety.uoregon.edu/vehicle-claims>



Liability Claims

Claims Process: Third Party claims

- ❖ Injuries or damages to UO Visitors, Guests, Students, and/or the Public for which they are alleging UO's negligence.
- ❖ Damage or Loss to Property not owned by UO or if UO was in Care, Custody and Control of the property.
- ❖ If questions arise regarding payment for damages or medical expenses – direct the 3rd party to Risk Management



Liability Claims

Claims Process: Third Party claims

- 1) Document the incident by completing the 3rd party incident reporting form, gather witness information, take pictures
- 2) Direct Third Party to contact Risk Management
- 3) Department contact Risk Management to give us the heads up
- 4) Third Party will file a claim with Risk
- 5) Office of Risk Management and Office of General Counsel evaluates the merit of each claim



Incident Reporting

Third Party Incident Report should be completed by UO department witness or representative within 24 hours.

Complete the appropriate reporting form, if they are a Third party

Collect key information!

- 🔒 Contact information
- 🔒 Any witnesses?
- 🔒 Take photos of the area
- 🔒 Was there any UO property damage?





UNIVERSITY OF OREGON

Office of Risk Management
1260 University of Oregon
Eugene, OR 97403
Main Line: 541-346-8316, Fax: 541-346-7008

E-mail: RiskManagement@uoregon.edu
Website: [UO Risk Management Website](http://uo-risk-management-website)
Find this form on the web at:
<http://form.uoregon.edu/content/forms>

UNIVERSITY OF OREGON 3rd PARTY INCIDENT REPORT

Instructions: To be completed by UO department witness or representative within 24 hours of an incident or injury to a third party on UO property. Submit this form to UO Risk Management: fax 346-7008; RiskManagement@uoregon.edu

Third Party Information	1. 3 rd Party's Name: _____ Last First Date of Birth (if available) UO # (if applicable)
	2. Current residential address: _____
	3. Mailing address (if different): _____
	4. 3 rd Party's telephone number: _____ Alternate: _____
	5. Email address: _____
Incident Information	6. Date: _____ Time incident occurred (AM/PM): _____
	7. Event Name/Activity (including duration of event): _____
	8. Location of incident (building, room, specific location): _____
	9. Was there an injury? Yes <input type="checkbox"/> No <input type="checkbox"/> Reported injured body part?: _____ Was medical care provided? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, by whom?: _____ Transported by ambulance? Yes <input type="checkbox"/> No <input type="checkbox"/>
	10. Description of incident: What conditions may have contributed to the incident (machinery, environment, trip hazards)? What action was taken after the incident? (2 nd page if needed) _____ _____
Responders	11. Did UO Police Department Respond? Yes <input type="checkbox"/> No <input type="checkbox"/> 11a. If so, UOPD employee name: _____
	12. Did a security crowd control individual respond (e.g. CMS)? Yes <input type="checkbox"/> No <input type="checkbox"/>
	13. If so, name of individual(s): _____
	14. Was individual transported by ambulance? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what facility? _____
	15. Names of university employees responding or at the scene: _____
Damages	16. Was a Contractor or other outside party involved? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, list name(s): _____
	17. If property damage occurred, describe it below, list and provide photographs. Estimated Loss \$: _____
Witnesses	18. Witnesses names, addresses, phone numbers and relationship (include witness statement on page 2): _____ _____ _____ _____

Office of Risk Management
1260 University of Oregon
Eugene, OR 97403
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E-mail: RiskManagement@uoregon.edu
Website: [UO Risk Management Website](http://uo-risk-management-website)
Find this form on the web at:
<http://form.uoregon.edu/content/forms>

UNIVERSITY OF OREGON 3rd PARTY INCIDENT REPORT

Additional Information (please list any other parties involved):

--

Witness Statement (ask witness to provide statement or summarize the witness statements here):

--

UO Department witnesses or representatives:

Print Name	Signature	Department Name	Date	Phone

Submit this form to UO Risk Management within 24 hours: fax (541) 346-7008; riskmanagement@uoregon.edu

Mitigating your Departments Risks

- ❖ Volunteer Program
- ❖ Waivers of Liability
- ❖ Certificates of Insurance
- ❖ Alcohol on Campus
- ❖ Drones (UAS)
- ❖ Events
- ❖ Youth Programs

Volunteer Forms



Volunteers

<http://safety.uoregon.edu/content/volunteers>

Safety and Risk Services

search this site

About

Services

Campus Safety

Training

Compliance Programs

Report a Concern

SERVICES

Automated External Defibrillators (AEDs)

Building Sciences

Business Continuity

Claims

Driver Certification

Ergonomics

Event Insurance for Tenants and Facility Users

Fire Drills

[Home](#) > [Services](#)

Volunteers

Who is a volunteer?

- A volunteer is a person appointed to perform official university duties without compensation or remuneration.
- Individuals volunteer as a public service, for civic and humanitarian as well as personal development reasons.
- The university receives the primary benefit from services performed by a volunteer. Volunteer services are performed at the request or consent of and under the direction and control of a university department or program.
- The university department or program is responsible to oversee work to ensure each volunteer complies with all applicable university policies and procedures as well as all local, state and federal requirements and laws.

Is there a required form to be completed for a volunteer?

Yes, the *Conditions of Volunteer Service* form must be fully completed by the volunteer supervisor and the volunteer. Assigned duties and an estimate of volunteer hours are to be completed by the volunteer supervisor. A *Conditions of Volunteer Service* form must be completed each fiscal year (July 1-June 30). If the volunteer assignment continues beyond June 30th of any year, a new form must be completed.

What do I do with the form once completed?

Completed forms must be received by the Office of Risk Management riskmanagement@uoregon.edu for coverage to take effect. Departments must also retain a copy for five years per [OUS 166-475-0095](#)

VOLUNTEER SERVICE FORM

VOLUNTEER SERVICE FORM SPANISH

FAQ



Conditions of Volunteer Service
Assumption of Risk / Release & Indemnification
 Departments must retain a copy for five years
Please send a copy of the completed form to Risk Management:
riskmanagement@uoregon.edu Fax: 541-346-7008

As a volunteer providing service for the University of Oregon ("University"), this document highlights your assumption of risk and acknowledgment of the extent to which you may be covered by University insurance. Please read the following information carefully and sign below to acknowledge that you have assumed the risks associated with your volunteer activity.

Volunteer definition: A volunteer is a person appointed to perform official University duties as a public service without remuneration.* The University receives the primary benefit from the work performed by the volunteer. A University employee may not volunteer to perform duties listed in his or her job description.

By signing below, I am certifying the following:

1. I am offering my services for charitable, civic or humanitarian purposes;
2. I have not been promised nor do I expect to receive compensation for the services I am providing;
3. I am providing such services freely and without pressure or coercion from the University or any of its agents;
4. If I am a University employee, I certify that the services and duties that I provide to and perform for the University of Oregon in my capacity as an employee are different and distinct from the services and duties I am providing as a volunteer; and
5. *If I am paid a nominal fee or if I am reimbursed for any expenses that I incur, I understand that such payment is not tied to my productivity as a volunteer. [NOTE: amounts paid to volunteers must be less than 20% the amount that would be paid to an employee to perform the same duties.]

- ☐ I am currently employed by the University. Department: _____
- ☐ I am NOT employed by the University.

Tort Liability. You will be protected from civil liability for injuries or damage to the person or property of others, subject to the following general conditions:

1. You are working on a University task assigned by an authorized University supervisor;
2. You limit your actions to the duties assigned; and
3. You perform your assigned tasks in good faith, and do not act in a manner that is reckless or with the intent to unlawfully inflict harm to other people or property.

The conditions and limits of this protection are as stated in the Oregon Tort Claims Act, ORS 30.260-300.

Motor Vehicle Liability. If you use a personally owned vehicle in the course of your duties, you must be a certified University driver. You are also required to have automobile liability insurance with at least the minimum statutory limits of liability, which will be your primary coverage for any property damage or bodily injury(s) incurred involving that vehicle.

Workers' Compensation Insurance. Workers' compensation insurance is not provided for Volunteers of the University.

Reporting. Any time you are involved in any accident or exposed to a potential liability situation while performing assigned duties, you must inform _____ (name/title of department supervisor) and the Office of Risk Management, (541) 346-8316, within 24 hours.

Assigned Duties (Describe below or attach additional sheet. Forms cannot be accepted without this information.)
 If duties include working with minors, a background check is required through Human Resources.

Total Volunteer Hours _____ Estimate total hours for this activity within this fiscal year (1 Jul - 30 Jun).
 Complete a new form each year for volunteer service that continues into the next fiscal year, when volunteering for a different activity, or when duties change.

READ AND COMPLETE THE OTHER SIDE OF THIS DOCUMENT

Please Read Carefully

In consideration of being able to volunteer for the University and University providing liability coverage as detailed previously, I, for myself, my heirs, executors, administrators and assigns, **release and forever discharge the State of Oregon, Board of Trustees of the University of Oregon, University of Oregon and their respective officers, employees, members, agents, and volunteers (the "Released Parties")** from any and all demands or claims for damage or injury, from any cause of suit or action, known or unknown, that I may have against the Released Parties and from all liability under the Oregon Tort Claims Act, ORS 30.260-300, for any and all harm or damage to my health in any manner resulting from or arising out of my volunteer activities that is not caused by the negligence or intentional acts of Released Parties.

This release does not extend to or waive any rights I may have under the Oregon Tort Claims Act, ORS 30.260-300, to defense and indemnification from any demand, claim, suit or action brought against me, or liability I may be subject to, or arising out of my authorized volunteer activities.

I certify that there are no health-related reasons or problems that preclude or restrict my ability to volunteer for the University.

I understand that an emergency may develop which necessitates the administration of medical care. Therefore, in the event of injury or illness, I authorize the University to secure any appropriate treatment including the administration of an anesthetic and surgery. I understand that such treatment shall be solely at my expense. Notwithstanding this paragraph, I understand and agree that the University has no obligation to provide or seek out any medical treatment. I also authorize the University to contact the individual identified as an emergency contact in case of an emergency.

I declare that I am eighteen years of age or older * that I have read this entire agreement and understand the above provisions and that I agree to be bound by them.

I understand that by signing this agreement I am releasing claims and giving up substantial rights, including my right to sue.

Volunteer Name (Please Print)	UO I.D. #
Address	Telephone
Signature	Date

Supervisor Name and Dept. (Please Print)	Telephone
Supervisor Signature	Date

***IF THE PARTICIPANT IS UNDER 18 YEARS OF AGE, A PARENT OR GUARDIAN MUST SIGN BELOW.**

NAME OF PARENT OR GUARDIAN (please print legibly): _____

PARENT OR GUARDIAN SIGNATURE: _____ DATE: _____

EMERGENCY CONTACT INFORMATION

Emergency Contact Name (please print legibly): _____

Emergency Contact Phone Number: _____

Relationship to Volunteer: _____

READ AND COMPLETE THE OTHER SIDE OF THIS DOCUMENT

Volunteer Overview

- ❖ A person appointed to perform official university duties without compensation
- ❖ We provide liability coverage for our volunteers but no workers compensation coverage.
- ❖ If volunteer is receiving a stipend, the amount paid to the volunteer must be less than 20% the amount that would be paid to an employee to perform the same duties.

Questions on stipends and compensation:
Contact Human Resources.



Waivers of Liability



Why is a waiver of liability used?


- ❖ Inform prospective participants of potential risks involved with an activity
- ❖ Allow an individual to *voluntarily* choose to incur risks
- ❖ Secure an agreement from the individual to hold the university *harmless*

When to use a waiver...

<i>Required</i>	 Minors
<i>Strongly Recommended</i>	 International travel  Overnight travel  Out-of-town  High risk
<i>May be Appropriate</i>	 Elective/voluntary trips  Recreational activities  Short-distance travel
<i>No Waiver</i>	 Required for class credit  An event or activity in which faculty/staff is acting in the course and scope of employment  Activities with little risk  Volunteer (see volunteer forms)



https://safety.uoregon.edu/waivers-liability

 UNIVERSITY OF OREGON

APPLYVISITGIVE

Safety and Risk Services

search this site

AboutServicesCampus SafetyTrainingCompliance ProgramsReport a Concern

SERVICES

- Automated External Defibrillators (AEDs)
- Building Sciences
- Business Continuity
- Claims
 - request Certificate of Insurance
 - Request to Serve Alcohol
 - Special Events Fire Prevention
 - Travel Registration
 - Volunteers
 - Waivers of Liability
 - Youth Program Registration and Insurance

[Home](#) > [Services](#)

Waivers of Liability

A Waiver of Liability form is used to:

- Inform prospective participants of potential risks involved with an activity
- Allow an individual to voluntarily choose to incur risks
- Secure an agreement from the individual to hold the university harmless

If waivers are needed for events or activity, departments must use the university's form: please review the [Guidelines and FAQ](#). [Risk Management](#) can advise on the use of the waiver form for your specific event or activity.

WAIVER OF LIABILITY FORM

INTERNATIONAL TRAVEL WAIVER OF LIABILITY

[Spanish Translated Versions](#)
[Waiver of Liability](#)
[International Travel Waiver of Liability](#)



UNIVERSITY OF OREGON

Assumption of Risk / Release & Indemnification of All Claims / Covenant Not to Sue

PLEASE PRINT

Activity Information	
Group:	Date(s):
Activity:	
Activity Description:	
Activity Leader (name, title and phone number):	
Department:	
Participant Information	
Name:	Date:
Email address:	Phone number:
Emergency Contact (name and phone number):	

In consideration of being permitted to participate in any way in the above-described activity (hereinafter called the "Activity"), I, for myself, my heirs, personal representatives and assigns, do hereby release, waive, discharge, and covenant not to sue the State of Oregon, the Board of Trustees of the University of Oregon, and the University of Oregon (collectively, hereafter called the "University"), their officers, employees, and agents from liability from any and all claims including the negligence of the University, its officers, employees and agents, resulting in personal injury, accidents or illnesses (including death), property loss, and damages arising from, but not limited to, participation in the Activity.

Name of Participant (please print legibly): _____

Signature of Participant: _____ Date: _____

Assumption of Risks: Participation in the Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from (1) minor injuries such as scratches, bruises, and sprains (2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to (3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in the Activity. I hereby assert that my participation in the Activity is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY, DEFEND, AND HOLD the University and its officers, employees, and agents HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in the Activity and to reimburse them for any such expenses incurred.

Medical Treatment Authorization: I understand that an emergency may develop which necessitates the administration of medical care. In the event of injury or illness, I authorize the University to secure appropriate treatment including the administration of an anesthetic and surgery. I understand that such treatment shall be solely at my expense. Notwithstanding this paragraph, I understand and agree that the University has no obligation to provide or seek out any medical treatment for me.

Revised August 2016
UD Risk Management



UNIVERSITY OF OREGON

Assumption of Risk / Release & Indemnification of All Claims / Covenant Not to Sue

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of Oregon and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

PLEASE READ THE ENTIRE AGREEMENT BEFORE SIGNING.

Name of Participant (please print legibly): _____

Signature of Participant: _____ Date: _____

*** IF THE PARTICIPANT IS UNDER 18 YEARS OF AGE, A PARENT OR LEGAL GUARDIAN MUST AGREE TO AND INITIAL THE ABOVE CLAUSES AND SIGN BELOW. ***

NAME OF PARENT OR LEGAL GUARDIAN (please print legibly): _____

PARENT OR LEGAL GUARDIAN SIGNATURE: _____ DATE: _____

Revised August 2016
UD Risk Management

Certificate of Insurance

A certificate of insurance provides proof of insurance coverage to another party. They are often necessary when executing contracts.

Process

University: To request a certificate of the university's insurance, please complete the online request form [here](#). Risk Management will need a copy of the contract or agreement.

Request Certificate of Insurance

Another entity: It may be necessary to obtain a certificate of insurance from another entity. Generally, there are two types of documents:

- **A certificate of insurance from the producer** (usually a local insurance agency). This document verifies the type of coverage, the effective and expiration dates of coverage, and the coverage dollar limits. The "Certificate Holder" section should show the university's contact name and address. Under "Description of Operations," the following verbiage pertaining to additional insured should appear: "The State of Oregon, Board of Trustees of the University of Oregon, University of Oregon, and their respective officers, employees, and members."
- **An endorsement of insurance** must come from the insurer affording coverage (i.e., the insurance company that actually provides the coverage to the producer). This document must be very specific in naming the additional insured: "The State of Oregon, Board of Trustees of the University of Oregon, University of Oregon, and their respective officers, employees, and members."



Contracts: Insurance Requirements for Contractors/Vendors

- ❖ *Minimum Requirement: \$1 Million/\$2 Million Aggregate*
- ❖ Commercial General Liability: property damage, bodily injury and personal & advertising injury that may be caused by the contractor's negligent acts.
- ❖ Professional Liability (or Errors and Omissions): damages that may have resulted from errors in professional judgement
- ❖ If contractor will be driving,
 - ❖ Automobile Liability (property damage and/or bodily injury caused by the contractor's use of a vehicle)
- ❖ If contractor has employees,
 - ❖ Workers' Compensation and Employer's Liability Insurance (for bodily injury suffered by the contractor's employees while performing their duties)



Contracts: Insurance Requirements

Waiver of Insurance Requirement Contract Review Process



Office of Risk Management/Purchasing and Contracting Services Memo Waiver of Insurance Requirement Contract Review Process

Overview

Risk Management has the delegated authority from the Vice President of Finance and Administration and the Associate Vice President of Safety and Risk Services to review contract provisions regarding insurance requirements and to approve or deny a waiver of the University's minimum insurance requirement(s). Risk Management takes this delegation seriously. The University of Oregon's insurance policy, as a self-insured entity, carries a \$500,000 deductible ("retention") per incident. Due to this high retention amount, Risk Management must look for opportunities to allocate a portion of the financial risk to the vendor when appropriate and possible. Therefore, the University imposes insurance requirements and strict contract language to hold vendors accountable for their own liability and to reduce the University's liability exposure.

Required steps for UO department or vendor requesting a waiver of insurance requirements:

- After the contract is submitted to PCS or an authorized department contract authority, the department will provide the information described below to riskmanagement@uoregon.edu for review as early as possible in the contracting stage, but not less than 30 days prior to start of the contract:
 - Written verification that department leadership has approved the waiver of insurance request
 - A detailed explanation of why the vendor is not able to provide insurance coverage. Demonstrable good faith effort to require insurance coverage from the vendor.
 - A full description of the service/scope of work to be provided by the vendor
 - The duration and cost of the contract, including any anticipated amendments
 - How often the vendor will perform services
 - Information regarding whether minors will be present at any event described in the contract
 - Identify and specify risk mitigation initiatives the department has in place to reduce the University's risk. For example: Risk: Contractor does not have insurance but will be working with minors. Mitigation: UO staff with escort vendor at all times when on campus and background check of contractor will be conducted prior to start date of contract.
 - Identify and document whether travel by UO employees or non-UO employees is part of the contract and, if so, confirm how many people will be travelling, by what means, where the destination is and duration of trips

Upon receipt of the documentation requested above, required steps for the Office of Risk Management:

- Risk Management will conduct a review of the risk exposure of the specific contract and make a determination regarding the insurance requirement within 5 business days of receiving the request.
- In some circumstances, additional days might be needed to assess risk. The request to waive insurance and the supplemental documentation provided by the UO Department might be sent to a Contract Review Committee to review and approve or deny the request to issue a waiver. Committee members are listed below. The sponsoring department can appeal the decision of the Contract Review Committee to the Senior Leadership Contract Review Team. Team members are listed below.
- Risk Management and the Contract Review Committee will provide a summary of its determinations to Senior Leadership in administration on a periodic basis.

UO Contract Review Committee Members:

- Craig Ashford, Assistant General Counsel and Director Purchasing and Contracting Services
- Greg Shabram, Associate Director, Purchasing and Contracting Services
- Chuck Triplett, Assistant Vice President for University Initiatives and Collaborations
- Flo Hoskinson, Risk Manager
- Student Life Member TBD

UO Senior Leadership Contract Review Team:


- Jamie Moffitt, Vice President Finance and Administration and Chief Financial Officer
- Kevin Reed, Vice President and General Counsel
- Greg Strip, Chief of Staff and Senior Advisor to the President
- Andre Le Duc, Associate Vice President Safety and Risk Services and Chief Resilience Officer
- Other senior leadership as needed for contract review

Email
riskmanagement@uoregon.edu
for a PDF copy



Alcohol Service on Campus

<https://safety.uoregon.edu/request-serve-alcohol>

 UNIVERSITY OF OREGON

APPLYVISITGIVE

Safety and Risk Services

search this site

UO PoliceEmergency ManagementRisk & InsuranceEnvironmental Health & SafetyCampus MappingERM ProgramResilience InitiativesAbout

RISK & INSURANCE

Claims

Driver Certification

Drones on Campus

Event Insurance for Facility Users

Insurance Program

Request Certificate of Insurance

Request to Serve Alcohol

Campus Alcohol Policies

Travel Registration

Volunteers

Report an Injury

Waivers of Liability

Youth Programs: Protecting Minors

Youth Program Registration

[Home > Risk & Insurance](#)

Request to Serve Alcohol

A Request for Permission to Serve Alcoholic Beverages form must be submitted whenever event organizers plan to serve alcoholic beverages on UO owned or leased property that is not being provided by and served by University Catering (event organizers at UO Portland should contact [Event Services](#) directly).

Contacts

- [General Risk Management](#) (P) 541-346-8316

Process

Food Service

Alcohol service must ALWAYS be accompanied by appropriate food service per [OLCC guidelines](#). Food service is limited to University Catering unless otherwise approved by the Vice President for Student Affairs (see [Catering Policies and Costs](#)); be sure to submit Catering Waiver Forms when applicable.

OLCC Food Requirements: "Substantial food item" means food items prepared or cooked on the licensed premises and that are typically served as a main course or entrée. Some examples are: fish; steak; chicken; pasta; pizza; sandwiches; dinner salads; hot dogs; soup; and sausages. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips, and crackers do not qualify as substantial food items.

Completing the Form


Things to consider when completing the Request for Permission to Serve Alcoholic Beverages:

Self-serve alcohol is seldom approved for official UO sponsored events. If you would like your event to include alcohol the first thing you need to consider is that the event will need to be catered, either by University Catering or another caterer that can provide proof of adequate levels of liquor liability insurance



Drones on Campus

<https://safety.uoregon.edu/drones-campus>

UNIVERSITY OF OREGON

APPLYVISITGIVE

Safety and Risk Services

search this site

UO PoliceEmergency ManagementRisk & InsuranceEnvironmental Health & SafetyCampus MappingERM ProgramResilience InitiativesAbout

RISK & INSURANCE

Claims

Driver Certification

Drones on Campus

Event Insurance for Facility Users

Insurance Program

Request Certificate of Insurance

Request to Serve Alcohol

Travel Registration

Volunteers

Report an Injury

Waivers of Liability

Youth Programs: Protecting Minors

Youth Program Registration

[Home](#) > [Risk & Insurance](#)

Drones on Campus

The operation of Unmanned Aircraft Systems (UAS), also known as drones, has become increasingly popular for a growing number educational, commercial, and safety purposes. UAS offer significant opportunities at the University of Oregon for teaching, the advancement of research and innovation, and to assist in the deployment of emergency relief that can help mitigate the consequences of natural disasters and even help save lives. At the same time, UAS present health, safety, and environmental risks, as well as privacy concerns that must be balanced with the University's other missions. UAS are also heavily regulated by the Federal Aviation Administration (FAA).

Contacts

- [General Risk Management](#) (P) 541-346-8316

General rules for use

The University is committed to providing an innovative, safe, and secure environment for all individuals. To that end, the University's recently enacted UAS Policy and Procedures establish safety practices, privacy restrictions, and oversight of UAS and model aircraft on University property and university-sponsored events. The UAS Policy applies to three different types of UAS Operations:

- Public/Government Operations
- Civil/Commercial Operations
- Hobby or Recreational Uses ("Model Aircraft")

Process

Anyone wishing to operate a UAS or model aircraft on UO property or at a UO-sponsored event is required to obtain approval from Safety and Risk Services prior to operation, and submit a completed UAS Request Form to riskmanagement@uoregon.edu at least 14 days in advance of the requested flight date. Third parties or vendors who seek to operate a UAS on UO property or at a UO-sponsored event will be asked to



Drones on Campus

How To Request UAS (Drone) Approval

Step 1: Assemble necessary documents and information

- Copy of remote pilot's license
- Map of the flight plan and include the number of pilot/drone monitors, if applicable.
- **Note:** FAA code [14 CFR § 107.39] prohibits flights over persons unless that person is "directly participating in the operation of the small unmanned aircraft" or is "located under a covered structure or inside a stationary vehicle that can provide reasonable protection from falling small unmanned aircraft.")
- FAA registration number
- Oregon Department of Aviation registration number - Only required if UO owns the drone.
- If drone is not owned by the UO, Copy of Certificate of Insurance, naming the UO as "additional insured" (under "Description of Operations," the following verbiage pertaining to additional insured should appear: "The State of Oregon, Board of Trustees of the University of Oregon, University of Oregon, and their respective officers, employees, and members.")

Step 2: Download and fill out [UAS Request PDF form](#)

Step 3: If you are not UO-affiliated, download and fill out the [Hold Harmless Agreement PDF](#) and provide a copy of your certificate of insurance.

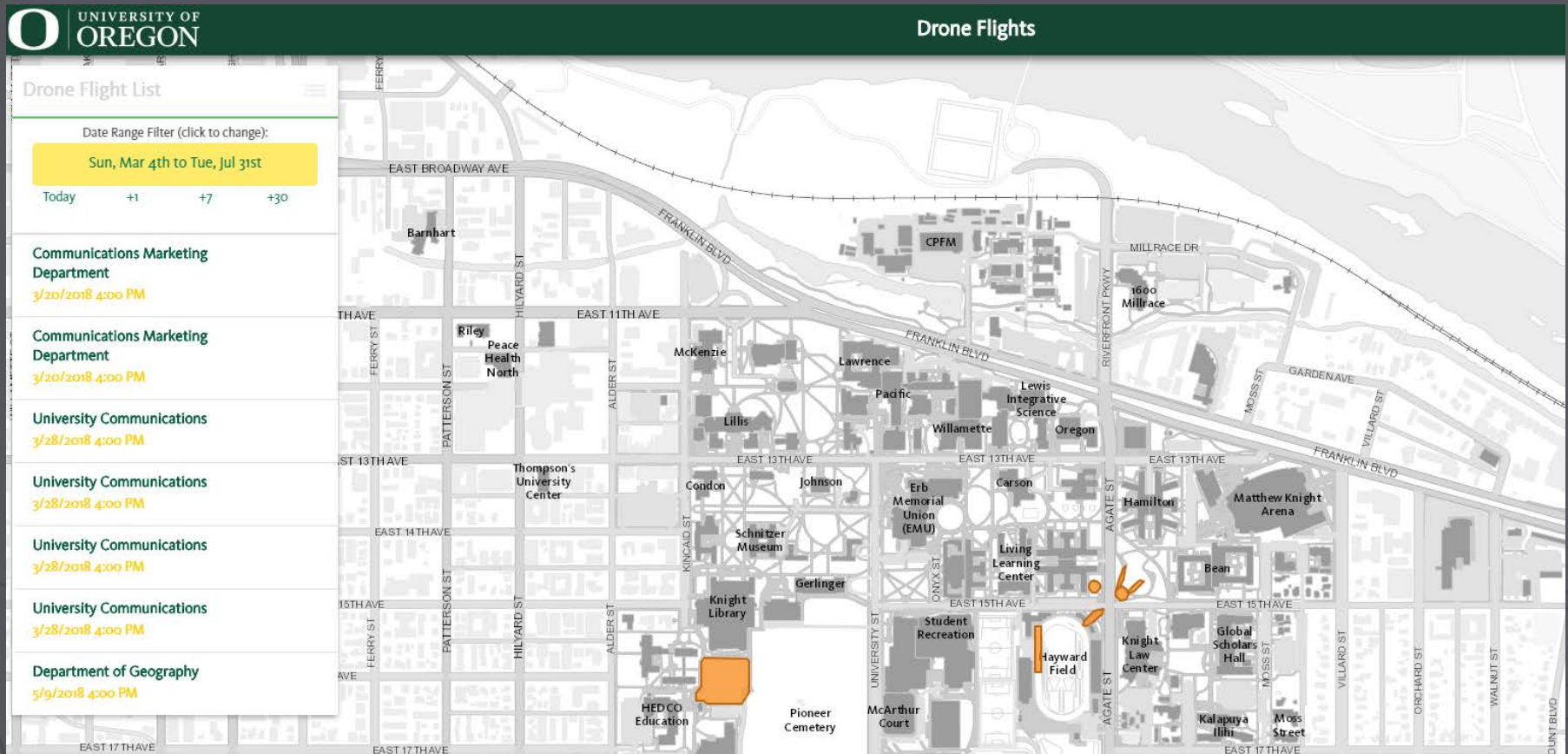
Step 4: Assemble all required documents and forms (above), sign with legal signature as indicated, convert to PDF, and e-mail with subject "UAS Request" to riskmanagement@uoregon.edu

Step 5: Confirmation: After submission, you'll receive an acknowledgment of receipt from Safety and Risk Services, and possibly follow-up questions. Within no more than 14 business days of submission, you'll receive an approval or refusal of the request.

- [Approved Drone Flights on Campus Map](#)



Drones on Campus



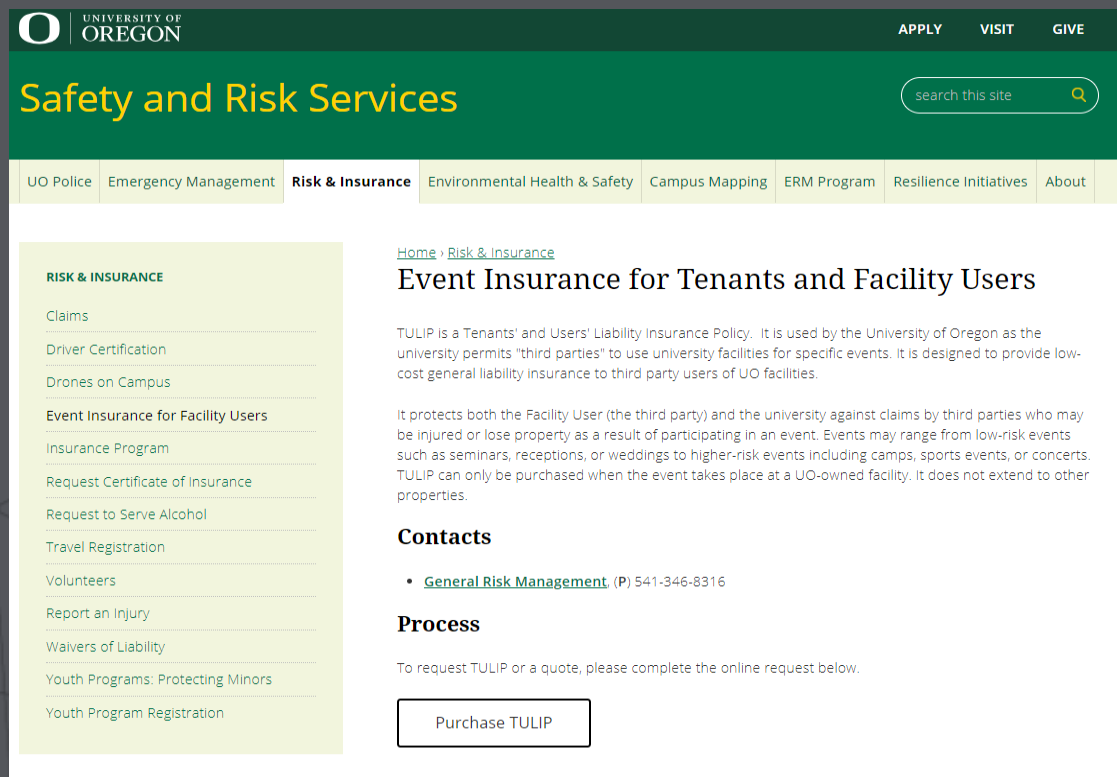
Approved drone flights can be found at <https://map.uoregon.edu/drone-flights>



Events and Insurance

All events on campus are required to have a contract or facility use agreement in place.

Third parties using UO facilities must provide general liability insurance.



The screenshot shows the University of Oregon's Safety and Risk Services website. The header includes the UO logo, navigation links (APPLY, VISIT, GIVE), and a search bar. A green banner reads "Safety and Risk Services". Below this is a navigation menu with links to UO Police, Emergency Management, Risk & Insurance (highlighted), Environmental Health & Safety, Campus Mapping, ERM Program, Resilience Initiatives, and About. The main content area is titled "Event Insurance for Tenants and Facility Users" and includes a description of the TULIP policy, a "Contacts" section with a link to General Risk Management, and a "Process" section with a "Purchase TULIP" button. A sidebar on the left lists various risk management services.

UNIVERSITY OF OREGON APPLY VISIT GIVE

Safety and Risk Services search this site

[UO Police](#) [Emergency Management](#) **[Risk & Insurance](#)** [Environmental Health & Safety](#) [Campus Mapping](#) [ERM Program](#) [Resilience Initiatives](#) [About](#)

RISK & INSURANCE

- Claims
- Driver Certification
- Drones on Campus
- Event Insurance for Facility Users**
 - Insurance Program
 - Request Certificate of Insurance
 - Request to Serve Alcohol
 - Travel Registration
 - Volunteers
 - Report an Injury
 - Waivers of Liability
 - Youth Programs: Protecting Minors
 - Youth Program Registration

[Home > Risk & Insurance](#)

Event Insurance for Tenants and Facility Users

TULIP is a Tenants' and Users' Liability Insurance Policy. It is used by the University of Oregon as the university permits "third parties" to use university facilities for specific events. It is designed to provide low-cost general liability insurance to third party users of UO facilities.

It protects both the Facility User (the third party) and the university against claims by third parties who may be injured or lose property as a result of participating in an event. Events may range from low-risk events such as seminars, receptions, or weddings to higher-risk events including camps, sports events, or concerts. TULIP can only be purchased when the event takes place at a UO-owned facility. It does not extend to other properties.

Contacts

- [General Risk Management](#) (P) 541-346-8316

Process

To request TULIP or a quote, please complete the online request below.

[Purchase TULIP](#)

Resources and Training

<https://uomytrack.pageuppeople.com/learning/>

United Educators provides a myriad of training tools and resource guides on a variety of topics relevant to both students and university employees.

Training provided by United Educators will require a UO Duck ID in order to access the skill soft portal.



Resources and Training

<https://uomytrack.pageuppeople.com/learning/>

- Data Security: Malware
- Data Security: Phishing
- Protecting Children Learning Program - United Educators
- Protecting Children: Identifying and Reporting Sexual Misconduct - UO Specific
- Protecting Children: Hiring Staff Who Work With Minors
- Protecting Children: Shine a Light
- Driver Safety Training
- HIPAA: Protecting Patient Data (Students)
- HIPAA: Protecting Patient Data (Employees)
- FERPA: Protecting Student Privacy
- Youth Athletics: Heat Illness Prevention
- Youth Athletics: Concussion Recognition and Response
- Teaching Science Safely
- Heathy Relationships and Dating Violence
- Crisis Response Planning
- Contracting
- Alcohol Awareness and Prevention: Know Your Limit
- Concussion Awareness for Athletes
- Concussion Awareness for Coaches and Athletic Staff
- Avoiding Supervisory Pitfalls



Protection of Minors Policy



Youth Programs on Campus Highlights

- Policy and Procedures implemented March 2017
- Youth Program Summary 2017 Audit- 100% Submitted
- Non-athletic 111, Athletic: 89

Total: 200 camps/clinics in 2017



Protection of Minors on Campus

Steps to Compliance

STEP 1:

Hire Program Staff

- **Notify HR of intent to hire** summer camp employees. Visit the [Seasonal Employment webpage](#) for more information.
- **Complete background checks** for volunteers, employees and students working with minors. Visit the [Background Check Guidelines webpage](#) for instructions and form.
- **Complete the volunteer form** and submit a copy to the Office of Risk Management. Visit the [Volunteers webpage](#) for instructions and form.
- **Retain records**, which include hiring documents, background check clearance and volunteer forms, according to UO records retention requirements.

STEP 2:

Register Program

- **Register youth program** annually with the Office of Risk Management.
- **Enroll in Insurance.**

[Registration and Enrollment Link](#)

Youth programs hosted by third-party contractors must be registered by the UO entity facilitating the contract.

STEP 3:

Train Staff

- **Conduct required trainings** and **document participant completion**. [Required trainings](#) include:
 - Protection of Minors policy and procedures
 - Conduct requirements
 - "Protecting Children" (online course)
- **Conduct additional training**, if needed. Visit the [Training Employees webpage](#) for resources.
- **Complete a program summary report** and email to riskmanagement@uoregon.edu.



Protection of Minors on Campus

- ❖ Employees of the University of Oregon are, *by law*, mandatory reporters of child abuse and neglect.
- ❖ The university has additional reporting and training requirements for university-affiliated youth programs and activities.
- ❖ The university is committed to providing *a safe campus environment* for participants in these programs.
- ❖ This policy intends to outline responsibilities related to the protection of minors at the university.



What is a Youth Program?

- ❖ All events, operations, endeavors, or activities designed for participation by minors and organized by the University of Oregon in which *university employees or volunteers are responsible for the care, custody, or control of minors.*
- ❖ A minor is any person under the age of 18.

Typical youth programs *include*
but are not limited to...

...day camps, overnight camps,
clinics, instructional programs,
and sports camps.



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Youth Programs are *NOT...*

- ❖ Undergraduate or graduate academic programs, classes, or activities in which **all individuals under the age of 18 are enrolled students or students admitted for enrollment.**
- ❖ **Events open to the public** that minors may attend, but where the **university is not accepting care, custody, or control for the minor(s)**, as those terms are defined in the implementing procedures.

Youth Programs are *NOT...*

- ❖ **Non-Youth programs where minors are working for the university as employees, volunteers, or interns.** University employees and volunteers will be required to comply with the conduct requirements when working with minors.
- ❖ **University employees or volunteers who may have incidental contact with minors but do not work directly with minors in a youth program.** All university employees will be required to comply with mandatory reporting requirements under this policy and any implementing procedures and under the law.

Youth Programs are *NOT...*

- ❖ Campus tours, orientation or visits by minors considered to be prospective students.
- ❖ Activities and programs subject to regulations that already provide for the protection of minors or participants. For example, licensed childcare facilities and institutional review board approved research.
- ❖ Other programs as may be designated from time to time by the appropriate university official in advance and in writing as exempted from this policy.

Youth Programs Procedures

✧ The following procedures provide the *standards* referenced in the Protection of Minors Policy:

- ✧ Mandatory reporting
- ✧ Criminal background checks
- ✧ Conduct requirements
- ✧ Training
- ✧ Registration of programs



CRIMINAL BACKGROUND CHECKS

Criminal Background Checks

- ❖ The university **will conduct criminal background checks** for any university employee or volunteer working in youth. Policy number: 03.09.01
- ❖ If a criminal background check reveals information that could affect the individual's suitability for their role in the youth program, the university will follow its usual policies and procedures regarding confidentiality, assessing the results, informing the youth program and the individual and any other processes.



CONDUCT REQUIREMENTS

Conduct Requirements

- University employees and volunteers shall report known violations of procedures to their supervisor, youth program administrator, or anonymously to the Reporting Hotline 855-388-2710
- When working in youth programs, individuals agree to:*
 - Conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and be a positive role model for minors
 - Respect, adhere to, and enforce the rules, policies, and guidelines established by the youth program, this policy, and the university
 - Endeavor to provide a safe and healthy experience for all participants
 - Endeavor to avoid private one-on-one situations with a minor



Conduct Requirements

🔺 *When working in youth programs, individuals agree to:*

- 🔺 Refrain from engaging in any criminal activity
- 🔺 Refrain from making comments of a sexual nature in the presence of a minor or making sexually explicit materials available to a minor
- 🔺 Comply with all applicable civil rights laws and policies, including and not limited to equal opportunity and nondiscrimination policies
- 🔺 Not, under any circumstances, physically, sexually, verbally, or emotionally abuse or fail to provide the basic necessities of care applicable to the youth program, such as food or shelter, to participants

Conduct Requirements

Supervision of minors:

-  The **number of supervisors** required at a youth program shall be determined by taking into account all aspects of the program, including: participant age, number of participants, nature of activity, and age and experience of adult supervisors. In setting an appropriate ratio, it is recommended that the program administrator **consult the American Camp Association (ACA) standards.**
-  Youth programs shall establish a procedure for checking minors in and out of the program. Minors who are school age (K-12) may be checked in or out in an alternative way (e.g. transport by bus, walking home) if the minor has written permission of parent or legal guardian to check in and out in the manner described in writing.

TRAINING



Training

- ❖ Youth Program administrators and sponsoring departments are responsible for confirming that **university employees and volunteers working in their youth programs will have training on the following topics:**
 - ❖ Child abuse awareness and prevention
 - ❖ Reporting suspected child abuse and neglect
 - ❖ All requirements of the policy and these procedures
- ❖ **Human Resources and partner departments will provide resources** to Youth Program administrators and sponsoring departments to facilitate completion of the training requirements. Such resources are available on the Youth Program: Protecting Minors website.



REGISTRATION OF PROGRAMS

Registration of programs


- ❖ Each youth program *must be registered annually* with the Office of Risk Management.
- ❖ Youth programs hosted by third-party contractors must be registered by the university entity facilitating the contract.

<https://hr.uoregon.edu/program-registration-and-insurance>



Youth Program Summary Report

At least two weeks prior to the start of your program departments must submit the Youth Program Summary Form

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Youth Program Summary Report

Submit electronically to riskmanagement@uoregon.edu two weeks prior to the start of the youth program.
Records should be maintained by departments for six years

Youth Program Name: Date(s) of Youth Program:

UO Department Sponsoring Youth Program:

Youth Program Administrator Name: Phone:

Youth Program Administrator email:

Name of UO Employee/Volunteer, or Non-UO Affiliated	Affiliation? (Staff/Faculty, Volunteer, or Non-UO Affiliated)	Date Training Video Viewed:	Background Check Completion Date:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Non-compliance

❖ Non-compliance of the Youth Program procedures **may result in discipline up to and including termination of employment or volunteer duties.**



Protection of Minors on Campus

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QUESTIONS?



<https://hr.uoregon.edu/minors-campus>