

**Approval Date:** December 6, 2010

**Parent Policy:** [Risk Management Policy](#)

## Loss Reporting Procedure

<b>Office of Administrative Responsibility:</b>	Risk Management Services – Office of Insurance & Risk Assessment
<b>Approver:</b>	Associate Vice President, Risk Management Services
<b>Scope:</b>	Compliance with University policy extends to all members of the University community.

### Overview

The Office of Insurance & Risk Assessment is the primary source for reporting losses, incidents, accidents or claims following the reporting to any emergency authorities.

When an incident occurs on or off campus related to the University and/or its community, it is important to provide proper notification so that appropriate steps can be taken to investigate the incident. This ensures the University's liability situation is protected and also provides a means for assessing if any compensation is applicable.

The Office of Insurance & Risk Assessment administers the general insurance program for the University. This covers property, liability, automobile, crime, etc. Insurance coverage can sometimes be voided by late reporting of a claim.

Workers' Compensation claims are administered through Human Resources.

### Purpose

To provide information on the process for reporting a loss.

## **PROCEDURE**

### 1. ALL LOSSES (except Workers' Compensation)

The loss of or damage to any and all University property as well as an injury to other persons or loss or damage to the property of others must first be reported to the department or unit supervisor, manager or other designated individual.

Notify the Office of Insurance & Risk Assessment at 492-8887 as soon as possible after the incident. The report must contain precise details about who, what, when, where and how the incident occurred. The Office of Insurance & Risk Assessment will investigate the incident, interpret insurance coverage and negotiate a settlement if applicable.

It is important individuals involved in an incident do not admit liability to others under any circumstances.

All incidents of theft, damage to University property and accidents involving University vehicles must also be reported to University of Alberta Protective Services at 492-5252. This number is available 24 hours a day 7 days a week.

If you are involved in an incident involving a University of Alberta vehicle, you will find detailed information, including forms, in the glove compartment of the vehicle.

Departments must advise their Unit Equipment Coordinator of any University equipment that has been destroyed, stolen or otherwise no longer in use due to a loss. When the loss occurs off University premises, a copy of the Equipment Inventory must be submitted at the time the loss is reported. The Off-Campus Equipment Inventory Form can be used for this purpose.

## 2. WORKERS COMPENSATION

Staff or students injured while in the course of employment or studies should report to the WCB Claims Coordinator at 492-0207.

### **DEFINITIONS**

There are no definitions for this Procedure. [\[▲Top\]](#)

### **FORMS**

Should a link fail, fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Insurance and Risk Assessment Off Campus Equipment Form](#)

### **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Office of Environment, Health and Safety - Emergency Contacts](#) (University of Alberta)

[Office of Insurance & Risk Assessment](#) (University of Alberta)

[Protective Services](#) (University of Alberta)

[WCB Administration and Reporting](#) (Worker's Compensation Board)