DESCRIPTION OF THE UNIT RISK MANAGEMENT COORDINATOR

APPOINTMENT TO THIS RESPONSIBILITY: The appointment of a Unit Risk-Management Coordinator is made by whomever is administratively responsible for the unit involved.

QUALIFICATIONS: Persons appointed to perform this function must be or become familiar with:

- The overall administration and operation of their unit,
- University administrative policy, and
- The Risk Management Program of the UIUC.

GENERAL PURPOSES OF THE UNIT RISK MANAGEMENT COORDINATOR ARE:

To receive within their unit information copies of all reports of accidents/hazardous conditions involving faculty/staff, students, and/or visitors and property damage on the premises of the location(s) of the unit for which this responsibility has been assigned.

To review the reports and take appropriate action as required by internal policy of the department/agency.

To report to the Campus Risk Manager those accident/hazardous conditions that have given or may give rise to a claim for bodily injury, personal injury, or property damage by faculty/staff, student, or visitor against the UIUC and its employees.

To assist the Campus Risk Manager in gathering information, evidence, or records relating to the accident/hazardous conditions.

To communicate with and, if necessary, arrange for interview of witnesses, faculty/staff, and students for the purpose of obtaining information regarding accidents/hazardous conditions.

To transmit questions regarding risk management policy to the Office of the Campus Risk Manager.
To serve as their unit's liaison with the Campus Risk Manager, University Police, Fire Department, Accident Compensation Office, and Environmental Health and Safety Office in matters relating to accidents/hazardous conditions.