

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 3 - Administrative Affairs

3-3012 Risk Management and Insurance Programs

The following regulation is issued to facilitate internal and external communications regarding the administration of NCF's risk management and insurance programs.

(1) The role, scope and program responsibilities of the various personnel accountable for the College's risk management and insurance programs are as follows:

(a) Director of Environmental Health and Safety

1. Responsible for overall coordination and effectiveness of all insurance loss control programs in terms of minimizing costs to the College through accident investigation and training programs.
2. Responsible for coordination of the correction of all physical hazard conditions that may have caused injury or illness in order to prevent further injury or liability.

(b) Coordinator of Purchasing and Director of Facilities Planning

1. Responsible for providing the State of Florida comprehensive general liability insurance certificate to vendors/lessors when required by agreement.
2. Responsible for administration of any contractual requirements that contractors or subcontractors (when applicable for services performed on College property) furnish as evidence of the required Worker's Compensation, Property Damage and Public Liability, Automobile Liability, and Products Liability Insurance with New College of Florida, the BOT, the State of Florida, the BOG, as additional named insured on such liability insurance policies.
3. Responsible for administration of any contractual requirements when contractors who perform services on NCF property furnish a Performance and Payment Bond, when applicable.
4. Responsible for NCF premium assessments and payments.

(c) Controller. Responsible for NCF premium assessments and payments.

(d) Director of Human Resources in coordination with the Director of Environmental Health and Safety

1. Responsible for processing of all Worker's Compensation claims including both medical and salary compensation. This also includes maintaining attendance records submitted by the department for time loss days.
2. Responsible for receiving and processing all Notice of Injury forms before sending copies to the Division of Risk Management. Sends copies of the Injury Investigation Report to the Director of Environmental Health and Safety for review and appropriate investigation and correction of occupational hazards.

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3. Responsible for developing and implementing a Worker's Compensation program which assists departments in returning injured employees to work, provides training to NCF staff, and encourages reduction in the cost of claims and resulting insurance premiums.

(e) General Counsel

1. Responsible for representing the NCF's interests in legal proceedings arising from general liability, workers' compensation liability or contracts and lease liability.
2. Responsible for assuring that request for accident reports and other information in connection with liability claims involving students are properly processed according to Federal and State privacy laws.
3. Responsible for handling inquiries from lawyers representing clients with general liability or workers' compensation claims and suits against NCF.
4. Responsible for interpreting statutes, rules and insurance policies as they pertain to NCF.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulation 1.001

History: Adopted 04-27-02, as Policy 5-009; Revised and renumbered 09-11-10; Revised 03-11-17 (technical amendment)