

Environmental Health and Safety Manual (EHS)

EHS 705–03: Third-Party Liability Claims

Effective: 4/15/1997

Revised: 12/1/2012

Purpose

To provide guidelines and an overview of the method and process for filing a third-party liability claim against Arizona State University

Sources

Arizona Revised Statutes §§ 12–821 *et seq.*; 41–621 *et seq.*

Arizona Administrative Code R2–10–103 *et seq.*

Applicability

Individuals filing a third-party liability claim against Arizona State University

Policy

ASU is self-insured through the State of Arizona Department of Administration, Risk Management Section (ADOA Risk Management Section). ASU and its officers, agents, employees, volunteers, approved student interns, and others as may be necessary to accomplish the functions or business of the university are insured against liable acts or omissions of any nature while acting within their authorized course and scope of duties except as prescribed in *Arizona Revised Statutes* § 41–621.

ASU employees shall direct all contacts concerning any third-party liability claim against the university, its officers, agents, or employees to Insurance Services or the Office of General Counsel. No oral discussion or written reports of claims or lawsuits shall be disclosed to anyone other than state-authorized personnel unless required by law or unless the Attorney General’s Office or ADOA Risk Management Section gives permission for each discussion or report.

ADOA Risk Management Section shall investigate all reported liability claims to determine coverage; to notify the appropriate insurance carrier, if applicable; to evaluate the merits of self-insured claims; and to coordinate defense and settlements pursuant to *Arizona Revised Statutes* § 41–621.

Insurance Services serves as the university’s liaison to ADOA Risk Management Section.

Procedure

To facilitate the filing of a third-party liability claim, the claimant must follow the requirements set forth in *Arizona Revised Statutes* § 12– 821 *et seq.* and/or any successive provision thereto.

For additional information, contact Insurance Services by telephone (480/965–1823) or e-mail (insuranceservices@asu.edu).