Monash University Procedure

<table>
<thead>
<tr>
<th>Procedure Title</th>
<th>Insurance Program Management - General and Product Liability Claims Procedures</th>
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<tbody>
<tr>
<td>Parent Policy</td>
<td>Insurance Program Management Policy</td>
</tr>
<tr>
<td>Date Effective</td>
<td>05-December-2013</td>
</tr>
<tr>
<td>Review Date</td>
<td>05-December-2016</td>
</tr>
<tr>
<td>Procedure Owner</td>
<td>Divisional Director, FiRM</td>
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<tr>
<td>Category</td>
<td>Operational Procedure</td>
</tr>
<tr>
<td>Version Number</td>
<td>2.1</td>
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<tr>
<td>Content Enquiries</td>
<td>Finance Policy</td>
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Scope
All Australian campuses and centres
Prato Centre, Italy

Purpose
To ensure that Monash University has adequate insurance coverage for all of its activities, assets and people.

PROCEDURE STATEMENT

What to do in the event of damage to third party property and/or personal injury to a third party

1. Incidences of damage to third party property and/or personal injury to a third party which may give rise to a claim should be reported immediately to the Insurance Services Office (ISO).
   
   **Responsibility**
   Faculty Managers /Heads of schools/Nominee

2. Matters serious in nature (e.g. serious personal injury or death), are to be reported urgently by telephone and followed up in writing. Ensure that details of the incident, and any documentation or information that is deemed necessary are provided.

   **Responsibility**
   Faculty Managers /Heads of schools/Nominee

3. Gather evidence such as photographs, videos, names of witnesses, diagrams and anything else deemed relevant to the incident. Provide the evidence to the ISO as soon as possible.

   **Responsibility**
   Faculty Managers /Heads of schools/Nominee

4. Any objects and/or products which may have caused, contributed to, or which are suspected of causing an accident are to be retained and preserved as evidence wherever possible.

   **Responsibility**
   Faculty Managers /Heads of schools/Nominee

5. Do not enter into any communications regarding liability or responsibility for the incident or particular circumstances with the other parties involved, whether verbally or in writing.
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Responsibility
Faculty Managers /Heads of schools/Nominee

6. In the event that a third party or company holds you or the University responsible for any loss, damage, injury or expense, request that the complaint be put in writing detailing the nature and circumstance of the alleged matter and forward same to the ISO.

Responsibility
Faculty Managers /Heads of schools/Nominee

7. All court writs or summonses, letters of demand, notices, or other legal documents pertaining to a claim are to be forwarded immediately to the University Solicitors Office (USO).

Responsibility
Faculty Managers /Heads of schools/Nominee

8. Do not, without prior written consent from the Insurer, negotiate, pay, settle, admit or repudiate any claim made against you or the University by a third party (this includes anything which may be considered as an admission of liability).

Responsibility
Faculty Managers /Heads of schools/Nominee

9. The ISO will record and submit the claim to the insurer on behalf of the university.

Responsibility
ISO

Note: Monash is required to self-insure for the first $50,000 (fifty thousand dollars) of any loss and the responsible area for the loss is required to contribute the first $5,000 (five thousand dollars).

Responsibility
Relevant faculty, school or department

<table>
<thead>
<tr>
<th>Responsibility for implementation</th>
<th>Vice President (Finance)</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Divisional Director, FiRM</td>
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<td>Manager, Insurance Services</td>
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Status
Revised

Approval Body
Name: Vice-President (Finance)
Date: 05-December-2013
Author: Manager, Insurance Services

Definitions
Excess: An excess on a policy is the first amount that must be contributed by the insured towards each claim. When one or more excesses apply to a policy, they will be shown on the insurance schedule and updated on the renewal notice.

Legislation Mandating Compliance
Insurance Act 1973 (Cth)
Corporations Act 2001 (Cth)
Financial Services Reform Act 2001 (Cth)
National Health Act 1953 (Cth)
# Monash University Procedure

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<thead>
<tr>
<th>Related Policies</th>
<th>Monash University Act 2009</th>
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<td>Related Documents</td>
<td>Procurement Policy</td>
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**Related Documents**
- Insurance Policy Wordings (Subject to the limitation imposed in this policy, available from Insurance Services coordinator upon request via telephone extension 56368)
- Certificates of Currency (Available from Insurance Services Co-coordinator upon request via telephone extension 56368)