

The University of Georgia
Risk Management Services
General Liability Claims Policies and Procedures

Subject: Processing General Liability Claims

Purpose or Objective: To implement a process that assures correct protocol is used to establish a General Liability Claim with the Georgia Department of Administrative Services (DOAS) Risk Management Services.

Responsibility: UGA Risk Management Services

Statement of Policy: General Liability claims will be reported per established claim procedures to determine an appropriate settlement through DOAS Risk Management.

Procedure:

Processing General Liability Losses:

1. All incidents or events resulting in an injury or property damage that could potentially be a liability to UGA must be reported to the University of Georgia Police immediately or to the local police department if the incident occurred off campus. All accidents must be reported to DOAS within 48 hours from the date the accident occurred.

When notification of a General Liability loss is received by telephone or email, the UGA Risk Management office will notify the Property Specialist at DOAS Risk Management. The UGA Risk Management Office will send a General Liability form to the injured party. Upon completion, the General Liability form will be faxed to the DOAS Risk Management for further processing. The UGA Risk Management office will provide additional information to DOAS Risk Management as requested.