
Insurance Policy

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Version:	4
Category:	Finance and Supply Management
Approval Body:	Board of Governors
Executive Sponsor:	Chief Financial Officer and VP Finance and Corporate Services
Department Responsible:	Corporate Services
Directory of Records Class:	0650-10
Approval Date:	2023 Apr 04

Policy Statement

To ensure that all aspects of the Ministry self-insurance program are complied with, that appropriate compensation is received for losses, and that BCIT is represented as required at litigation proceedings.

Related Documents and Legislation

BCIT Policies

Policy 7525, Protection of Equipment and Property

Duties and Responsibilities

The Director, Corporate Services is the BCIT representative to work with the insurance broker and their appointed adjusters to settle theft losses and damage to equipment and facilities claims, as well as working with legal firms appointed by the insurance broker to act on behalf of BCIT in litigation actions.

The Director, Corporate Services is responsible for:

- Arranging any insurance required over and above the Ministry self-insurance coverage, e.g., rentals, construction projects and non-owned equipment.
- Insurance of all Institute vehicles.
- Responding to enquiries on liability coverage.

The Senior Director, Safety, Security and Emergency Management is responsible for any investigations, in concert with the Director, Corporate Services, and will supply reports and file numbers as required.

The Ministry of Post-Secondary Education and Future Skills is the sole underwriter under the University, College and Institute Protection Program.

An Insurance Manual is maintained by the Director, Corporate Services and is available for reference purposes.

Theft and Losses Damage

Theft and damage losses should first be reported immediately to the Senior Director, Safety, Security and Emergency Management who will investigate the incident. Safety, Security and Emergency Management will forward a report to the Director, Corporate Services who, taking into consideration the deductible amount, will decide as to whether a claim should be initiated.

Claims will be initiated to the insurance broker via the College/Institute Incident Report Form. The Director, Corporate Services, will work with the adjuster to obtain all details of the loss.

Upon completion of the adjusting process, a "Statement of Damage" form is forwarded to the Ministry.

Litigation Actions

Any incident, whether it be an injury or otherwise, which could result in civil action against BCIT, is to be reported to the Senior Director Safety, Security and Emergency Management for attention, who will advise the Director, Corporate Services, who will then report to the insurance brokers via the College/Institute Report Form.

When an action is initiated by legal notice served on the Institute, the Director, Corporate Services will work with the adjuster and/or lawyers appointed by the University, College and Institute Protection Program to provide all required documentation/information.

The Director, Corporate Services will represent BCIT at examinations for discovery and if necessary, court appearances as directed by the legal firm.

The Director, Corporate Services will keep the Chief Financial Officer and Vice President, Finance and Corporate Services fully informed of all litigation actions.

Where treatment is received at the BCIT First Aid facility, staff on duty will complete required documentation and Safety, Security and Emergency Management will forward the appropriate forms to the Workers' Compensation Board.

In cases where treatment was received off campus, the incident must be reported to the BCIT First Aid Department to ensure that required forms are completed and forwarded.

Amendment History

		Approval Date	Status
Created:	7518 Insurance Policy v1	1992 May 1	
Revised:	7518 Insurance Policy v2	1996 Oct 18	Replaced
Revised:	7518 Insurance Policy v3	2002 May 9	Replaced
Revised:	7518 Insurance Policy v4	2023 Apr 04	In Force

Scheduled Review Date

2025 April 04