

Risk Management and Purchasing Services

Guidelines for the Administration of Certificates of Insurance / University Insurance Requirements

I. INTRODUCTION

A *Certificate of Insurance* is an indicator of adequate insurance coverage in force to protect the interests of Laurentian University and other parties when necessary, and is issued:

- a. To the University by insurance carriers underwriting risks incurred by:
 - 1) Independent contractors performing construction or any type of work or activity under a service agreement or any other contract entered into by the University;
 - 2) For businesses providing services to the University; and
 - 3) Third party use of University facilities
- b. By the University or University insurance carriers to non-University parties in connection with risks incurred by the University (i.e. student placements, off campus university sponsored events, etc.).

II. GUIDELINES

A. Certificates of Insurance Issued to Laurentian University:

Independent Contractors and Businesses Providing Services to Laurentian University:

Independent contractors or professional service providers performing work under contract or providing other services to the University are required to defend and hold Laurentian University harmless from any loss, injury, or damage occurring during the performance of work and to indemnify Laurentian University for any loss it suffers as a result of the negligence of the contractor, professional, affiliate, or service provider including the employees, agents, and sub-contractors thereof.

Under the terms and conditions of a contract or agreement for services and prior to commencement of work or provision of service, the contractor, professional service provider, proponent, and/or others must be required to show evidence of adequate insurance coverage by furnishing a certificate or certificates of insurance to Laurentian University indicating compliance with all requirements.

Third Party Use of University Facilities: On occasion, University facilities are rented out to other organizations or groups not affiliated with the University. To avoid unnecessary assumption of liability and protect the interests of the University, it is imperative that prior to agreeing to rent out University facilities, the individual or group renting the facilities complete and sign a Facility Use Agreement, has an insurance policy in place and provide a Certificate of Insurance **one (1) week prior to the event**. Specific limits, terms

and conditions of the event should be verified with Risk Management and Purchasing Services.

1. All Certificates of Insurance issued to Laurentian University **must**:

- a) Name Laurentian University, its Board of Governors, trustees, officers, employees and agents as Additional Insured. Such provision shall apply in proportion to and to the extent of the negligent acts or omissions of the non-University party or any person or persons under the non-University parties' direct supervision and control.
- b) Provide for thirty (30) days advance written notice to the University of any modification, change, or cancellation of any of the insurance coverage. In the case of Motor Vehicle Liability fifteen (15) days advance written notice of cancellation is required.

2. A matrix of **Minimum Amounts of Insurance** has been developed for Low, Medium and High Risk activities and projects. Further details of the matrix are contained in the Minimum Amounts of Insurance document. The following are insurance requirements with recommended minimum limits.

Exceptions to the insurance limit requirements outlined in this section may be approved by Risk Management and Purchasing Services, in conjunction with responsible University administrators, following risk identification and evaluation. In such situations, it may be determined that little or no risk is involved - in which case the limits may be lowered or the requirement eliminated. Conversely, it may be determined that additional risk is involved - in which case the limits may be raised.

a) Commercial General Liability

Commercial General Liability must be on an occurrence basis on a form not more restrictive in scope than the current version of IBC2100, for limits of liability not less than \$2,000,000 for Low and Medium Risks and \$5,000,000 for High Risks. Coverage is to include Personal Injury, Bodily Injury, Property Damage (including Completed Operations), Contractual Liability, Non-Owned Automobile Liability, Operations performed by Sub-Contractors, Employees as Additional Insured, Products-Completed Operations, Tenants Legal Liability - Broad Form (\$500,000), Cross Liability Clause and Severability of Interest Clause.

The above such coverage shall be maintained in full force and effect for a period of not less than one year following completion of the contract.

b) Automobile

Motor Vehicle Liability for all Owned, Leased or Hired Vehicles with a combined single limit of not less than \$2,000,000 for Low and Medium Risks and \$5,000,000 for High Risk.

c) Property

'All Risk' Property insurance covering on a full replacement cost basis equipment, tools, materials and supplies belonging to the supplier or to others for

which the supplier may be legally liable or has agreed to insure, used in connection with the work.

B. Certificates of Insurance Provided by Laurentian University:

Proof of Laurentian liability insurance coverage (Certificates of Insurance) may be required under the following circumstances:

- 1) Students who study off-campus as part of their course / program requirements (practica, internships, etc.)
- 2) University-approved off-campus activities
- 3) Off-campus research or teaching activities, government funding of research

Requests for Certificates of Insurance must be submitted in writing to Risk Management and Purchasing Services (10th Floor, Parker Building) at least two weeks before the event and include:

- a) Name and address of the certificate holder (i.e., party requesting coverage)
- b) Contact name and number of the certificate holder
- c) Effective dates and duration of activity
- d) Description of planned activity (i.e., Student Placement)
- e) Insurance limits required (include Additional Insured coverage if required)
- f) Copy of contract, license, permit, memorandum of understanding, and/or purchase order
- g) Approval by Departmental Chair, Dean's Office or Professors (in the case of student events)

Verbal requests are not honoured due to the very specific insurance requirements of each requesting institution. Unless otherwise specified or requested, (e.g., by government institutions, hospitals, etc.) the certificate will be issued for a preferred amount of \$1 million.

Organizers of events must meet with Risk Management and Purchasing Services well in advance to provide an outline of the event and review and discuss proposed due diligence.

III. RESPONSIBILITIES

A. University Administrators

1. University administrators or designates will ensure that requirements as described in this guideline are met before the effective date of a contract or agreement for services.
2. Following risk identification and evaluation in certain situations, Risk Management and Purchasing Services, in conjunction with the responsible university administrators, may develop exceptions to the insurance limit requirements outlined above. In some instances, they may determine that additional risk is involved and higher limits should be required while in other instances they may find that lower limits are justified.

3. In the absence of risk identification and evaluation, the minimum insurance limits as specified in this guideline will be required.
4. Copies of certificates of insurance must be sent to Risk Management and Purchasing Services (10th Floor, Parker Building).

B. Risk Management and Purchasing Services

1. Risk Management and Purchasing Services will review and approve requests for certificates of insurance to be issued on behalf of Laurentian University.
2. Exposure to high risk may be associated with small purchase orders, contracts or minor events. In such cases, Risk Management and Purchasing Services is available to advise the University Community on minimum acceptable limits.
3. Risk Management and Purchasing Services is available to advise the University community on any requests for certificates of insurance made by Laurentian to non-University entities, contractors, agencies, or others providing services to Laurentian.

IV. TYPES of INSURANCE and REQUIREMENTS FOR INCLUSION

General Liability: Coverage for claims made against a proponent or University for bodily injury or property damage arising out of the tendered service.

Tenant's Legal Liability: Coverage for losses to the occupied space incurred by the proponent while the property was occupied, leased or rented to the proponent.

Professional Liability (Errors and Omissions): Coverage for damages to the University or others arising out of the proponent's negligence, mistakes, or failure to take appropriate action in the performance of business or professional duties (e.g. architectural or engineering services, counselors, legal services, medical practitioners, inspection services, appraisal services, accounting services, etc.).

Advertising Liability: Coverage for legal liability of claims arising out of the tendered service that are the result of infringement of copyright, invasion of privacy, etc.

Comprehensive Crime Insurance: Coverage for a proponent where performance of any aspect of the Contract entails the access to funds or property of the University in which they will not be subject to direct supervision by University employees, (e.g. custodial, cleaning, courier contracts, security, and similar service arrangements).

Builder's Risk: Coverage for University property under construction, for loss to building(s), including machinery and equipment and materials incidental to construction. Coverage is for the duration of material transit to the job site, and until construction has been completed, tested, approved and signed over.

Property and Property in Care, Custody and Control: Coverage for a proponent's owned property or for property belonging to others that is legally in the proponent's possession or under his/her control.

Installation Floater: Coverage for University property under renovation including the supply and installation of fixtures, equipment, machinery, apparatus, etc. Coverage is for the duration of transit to the job site, and until equipment has been installed, tested and approved.

Automobile Liability: Coverage for bodily injury and property damage to others arising from the ownership, use or operation of a vehicle. Coverage is required where the performance of any aspect of the Contract entails the use of an owned or leased motor vehicle, including delivery by the Proponent to the University, or where work or services are to be provided on property owned or occupied by the University.