

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-C-003</b>	<b>SUBJECT: Liability Coverage and Accident Reporting Procedures</b>
<b>ORIGINATION DATE: 7/26/97</b>	<b>ACCOUNTABILITY: Vice Chair, Conferences</b>
<b>APPROVAL DATE: 8/6/97</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 2/4/03</b>	<b>PAGE NO: 1 OF 3</b>

**1.0 OBJECTIVE**

- 1.1 This policy defines the insurance procedures and accident reporting requirements for events scheduled under the auspices of the Minnesota Section ASQ conference organizations.
- 1.2 While primarily directed at events held at publicly owned convention centers or other publicly owned meeting facilities, the policy may be applicable to hotel or other meeting facilities.

**2.0 APPLICABILITY**

- 2.1 This policy is applicable to all conferences sponsored or co-sponsored by the Minnesota Section of ASQ and/ or, Task Groups, Subsections or special committees of the Section.
- 2.2 The insurance coverage portions of this policy will normally be applicable to events scheduled at publicly owned convention centers or exhibit halls such as the Minneapolis Convention Center.
- 2.3 Accident reporting procedures are applicable to all events sponsored or cosponsored by the Minnesota Section ASQ and/or its member Units whether or not covered by the National liability policy.

**3.0 RELATED POLICIES AND PROCEDURES**

- 3.1 None

**4.0 SUPERSEDES**

- 4.1 MSP-C-003 approved 8/5/97.

**5.0 OBTAINING LIABILITY INSURANCE COVERAGE**

- 5.1 Events sponsored or co-sponsored by the Minnesota Section ASQ at public facilities are covered by a general and special liability insurance policy which covers such things as damage to the facility by committee members, attendees and possibly exhibitors and personal injury to attendees or committee members specifically, acting on behalf of the Minnesota Section. The policy is a National ASQ policy contracted for by the Office of the Controller of ASQ.
- 5.2 ASQ's insurance coverage is re negotiated annually and the policy year is from July 1, to June 30. New certificates are required each July 1.
- 5.3 Each year, the Vice Chair for Conferences will obtain, from any facility used for conference

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

<b>POLICY NUMBER: MSP-C-003</b>	<b>SUBJECT: Liability Coverage and Accident Reporting Procedures</b>
<b>ORIGINATION DATE: 7/26/97</b>	<b>ACCOUNTABILITY: Vice Chair, Conferences</b>
<b>APPROVAL DATE: 8/6/97</b>	<b>APPROVAL BY:</b>
<b>REVISION DATE: 2/4/03</b>	<b>PAGE NO: 2 OF 3</b>

or meeting activities, special insurance forms, if any, required by the facility. The form(s) are forwarded to ASQ, ATTN: Office of the Controller, with a letter requesting that it be completed and one copy returned to the Section and the original mailed directly to the facility. The certificate holder is designated as the facility specifically covered and may include the designation of the governmental unit operating the facility.

- 5.4 Member units of the Section including, but not limited to, Task Groups, Subsections or special committees must contact the Section Vice Chair for Conferences when requested by any host facility to provide proof of insurance coverage.
- 5.5 Where the municipality or facility does not have a special form, the National Headquarters of ASQ will provide a standard form listing the coverage's.
- 5.6 Scheduled events where several activities are to be held in the same location on different dates must be identified on the form(s). This information can be filled by the Vice Chair of Conferences prior to mailing to ASQ.

**6.0 ACCIDENT OR INCIDENT REPORTING.**

- 6.1 In the event of an injury accident, or, damage to facility property, any Committee member should notify the facility security unit immediately and, if necessary, request medical assistance immediately.
- 6.2 Following such notification, the Chair, Co-Chair or immediate on scene manager of the Conference should be notified.
- 6.3 The Chair, Co-Chair or manager will contact facility Security Department and/or the assigned event coordinator and obtain a copy of the facilities accident/incident report. This report will be provided to the Chair or Co-Chair of the event as soon as possible if obtained by someone other than those parties.
- 6.4 As soon as practicable following the incident, the Chair or Co-Chair will notify the incumbent Section Chair or Vice Chair of Conferences of the accident or incident.
- 6.5 Either the Section Chair or the Section Vice Chair Conferences will notify ASQ Headquarters, Office of the Controller, of the situation not later than the first business day following the accident/incident. National Headquarters should be advised to notify the current insurance carrier but to take no action until contacted by either the Section Chair or Vice Chair of Conferences.
- 6.6 Only the Chair, or Vice Chair of Conferences or an Officer specifically designated by them will maintain contact with the Headquarters staff and/or the insurance carrier regarding the incident.

**MINNESOTA SECTION 1203  
AMERICAN SOCIETY FOR QUALITY  
SECTION POLICY**

**POLICY NUMBER: MSP-C-003**

**SUBJECT: Liability Coverage and  
Accident Reporting Procedures**

**ORIGINATION DATE: 7/26/97**

**ACCOUNTABILITY: Vice Chair, Conferences**

**APPROVAL DATE: 8/6/97**

**APPROVAL BY:**

**REVISION DATE: 2/4/03**

**PAGE NO: 3 OF 3**

6.7 The Section Chair or Vice Chair of Conferences are to be notified immediately by any event Chair, Co-Chair or Task Group Chair who becomes aware of any impending legal action planned against the Section or the facilities hosting events.

**7.0 APPROVAL**

7.1 Approved by the Minnesota Section ASQ Executive Board:

\_\_\_\_\_  
Section Chair

\_\_\_\_\_  
Section Secretary

\_\_\_\_\_  
Date