POLICY NO:	AD 010
POLICY TITLE:	RISK MANAGEMENT PROGRAM
DEPARTMENT:	ADMINISTRATION
APPROVAL DATE:	10-04-04 (April 2004)
REVISION DATE:	
REVIEW DATE:	

Policy Statement:

The County of Vermilion River No. 24 is committed to the protection of its employees; the public: municipal resources and infrastructure: therefore a risk management program, in accord with established best practices, is to be maintained.

County Council endorses the risk management program and accepts the responsibility for leadership of this program and for providing the resources to implement the approved policies and practices.

Managers are responsible to take the lead for ongoing effectiveness and improvement of risk management in their department operations using established best practices and tools to manage risk. Council expects departments to incorporate risk management in their policies, recommendations and action items presented to them for consideration in their decision-making.

The cooperation of all employees is expected, not only from supervisors, but also from all workers because only through such co-operative efforts can our risk management program be effective.

Rational:

A risk management program is needed because:

1. The MGA requires municipalities to set and meet their standards, policies and practices within a framework

2. Provincial mandatory programs such as WCB are requiring municipalities to implement extensive programs or the financial impacts / premiums will be very high

3. Legal challenges / precedents are being established regarding not only what services are provided but also how, how often, when, where, and why they are provided. Due diligence must have been shown and standards must be established and then checked for compliance

4. Liability companies choosing who to insure or what premiums to be charged based on risk management practices

5. Utilities such as natural gas and water and sewer are strictly regulated and can be life threatening

6. Losses are to be eliminated when possible and reduced if they can not be eliminated

7. Safety concerns and accidental occurrences may result in injury or property damage

Guiding Principles (Goals & Objectives)

The County of Vermilion River No. 24 risk management program will involve:

1. A Safety and Health Program that operates hand in hand with risk management

2. A program of ongoing review and evaluation of risks to identify improvements to policies and implement practices to minimize potential liability or risk of harm

3. Training management and employee in good risk management practices

4. Enforcement of risk management in policies that are developed

Risk Management shall be evaluated and developed based on the following basic principles of the County of Vermilion River No. 24 being:

1. Good environmental stewards

2. Safety orientated – with public and employee safety treated as crucial

3. Dedicated to use resources provided for well being of greater number

4. In line with accepted values and codes of conduct

Guidelines:

The County of Vermilion River No. 24's risk management program will involve:

1. A program of regular identification, review and evaluation of risks to recommend action to be taken: that action can range from acceptance / dependence on insurance to implementing or improving policies and practices to transfer / share, reduce /minimize or eliminate potential liability or risk of harm – mitigation – contingency

2. A safety and health program that operates hand in hand with risks associated with employee tasks or individual / crew projects – these are to include a public safety component when appropriate

3. Insurance mechanisms to provide adequate coverage to the County of Vermilion River No. 24 when risks are unforeseeable, or improbable, or unpreventable or a remedy is too costly

4. Utilize communication tools extensively to ensure the public and staff have opportunities to know the risk management approaches being taken and minimize unrealistic expectations

5. Staff management including: hiring / orientation / monitoring / training guidelines

6. Including enforcement of risk management in policies, practices through mechanisms such as spot checks, inspections, mini-audits, commendation for exemplary adherence (Quality Control, Quality Assurance, Performance Monitoring)

7. Incident debriefings to prevent a reoccurrence, track costs, check documentation incase of a consequence to foster a positive internal and external confidence in services, staff and legislative lead provided in the County