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Procedure Title: Risk Control Procedures

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Procedure No: 1016-01

Approval: CAO

Effective Date: January 16, 2008

Supersedes Procedure No:

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1) The CAO will appoint the Risk Control Coordinator to facilitate the County's progress through the Jubilee Insurance RiskPro Program training process and implementation of risk improvements. The Risk Control Coordinator will be responsible for:

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- a) the completion of the "pre-work" for each training module as applicable;
- b) identifying key individuals within the organization that should attend specific training modules and encourage their participation;
- c) initiating and organizing meetings of the Risk Control Committee and prepare Committee meeting agendas;
- d) providing internal status/progress reports to the senior management team and Council;
- e) ensuring the County complies with the audit requirements; and
- f) collaborating with the Risk Control Coordinators in other communities to share successes and assist each other with effecting risk improvements.

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2) The Risk Control Coordinator will be responsible to coordinate the management of risk control, as it relates to employees, with the Safety Committee.

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3) The CAO will establish a Risk Control Committee, comprised of representatives from key departments that will help implement risk improvements, related to areas not covered by the Safety Committee, within the County. The Risk Control Committee will be responsible:

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- a) to review and assess the claims experience of the County and its stakeholders to help determine risk improvement priorities;
- b) to prepare technical recommendations to the senior management team regarding risk improvement priorities;
- c) to review existing policies and procedures relating to key exposure areas for the organization and where necessary make recommendations to Council for amendments;
- d) to collaborate with the Risk Control Coordinator in the implementation of risk improvements;
- e) to develop and implement a tracking and internal reporting process to ensure that the organization is kept well informed of incidents and claims within the municipality;
- f) to assess incidents and claims within the municipality to determine, where possible, causes and

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- contributing factors;
- g) to develop and implement a practical document retention program related to the training objectives; and
- h) to report periodically to Council on claims issues and risk improvement within the municipality.
- i) liaise with the Safety Committee on areas of common interest.

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End of Procedure

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Approved: January 23, 2008

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