

<b>Policy Title:</b> Risk Management		<b>Policy Number:</b> P10	
<b>Policy Category:</b> Administration			
<b>Approval Date:</b> October 29, 2001		<b>Policy Owner:</b> Deputy Chief Administrative Officer	
<b>Approved by:</b> Board		<b>File Reference:</b> 0340-50	

### Purpose

Risk management is the process of making and carrying out decisions that will minimize the adverse effect of accidental losses upon our community.

The risk management process can be defined as protection of the public against harm, protection of the Comox Valley Regional District (CVRD) against liability exposure and the protection of CVRD assets. In financial terms it is vital to our ability to pursue our goals, commence and operate our programs, and to perform duties in a manner which will be recognized as professional by those we serve.

### Policy

#### Goals & Objectives

1. To **avoid** exposures to accidental loss by not undertaking by function or contact, programs or activities which present a potential for accidental loss greater than the benefit to be derived from such program or activity.
2. To **prevent** loss by identifying loss exposures, implementing techniques to reduce the chance of loss, monitoring the success of those techniques, and adapting them to changing conditions.
3. To **control** losses when they do occur by:
  - a) rapid reporting of incidents/accidents to risk management representative or designate and through them to the Municipal Insurance Association of BC;
  - b) maintaining physical evidence;
  - c) recording pertinent information surrounding the loss;
  - d) assisting and supporting the injured party but making no admission of liability;
  - e) maintaining confidentiality after the event and referring claims inquiries to senior management.
4. To **raise the awareness** of all members of staff, volunteers and the public concerning risk management.
5. To **delegate** to the Comox Valley Regional District staff the authority to development risk management policies for consideration by the Board and to pursue sound risk management practices and procedures throughout all departments.
6. To co-operate broadly within the CVRD management staff group respecting risk management issues and initiatives.

7. To **gain** the assistance and cooperation of all department heads, supervisors, employees and the public to utilize their expertise to suggest ways of improving risk management practices in the CVRD.
8. To **co-operate** with and provide input to, the Municipal Insurance Association in order to achieve the common goal of reducing accidental losses and their resulting costs for all subscribers.
9. **Staff Responsibilities:** It is the responsibility of all Comox Valley Regional District employees to identify, remedy where possible and report any concerns relating to public safety. Staff that become aware of a hazard or potential for hazard shall report this information to the appropriate risk management representative or designate.
10. **Confidentiality:** All matters related to incidents or injury shall remain confidential. Any requests for information regarding an accident or injury shall be forwarded to the risk manager.

### Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping