

RISK MANAGEMENT POLICY

Subject: Risk Management

Ref: Administration

Code: 12

Date Approved: Sept 23, 2014

Motion No: 426/23/09/14

Replaces: 660/23/09/03

The County of Northern Lights believes in protecting the municipality, it's employees, contractors, visitors, residents and the environment.

The County proposes to do this by establishing a general risk management policy to make the County of Northern Lights a safer environment to work and live in.

Signed: 
Chief Elected Official

Signed: 
Chief Administrative Officer

PROCEDURE

1. The Chief Administrative Officer and each Department Head shall be risk managers and will develop policies and strategies to identify, analyze and implement selected options that will enhance the safety of County employees, contractors, visitors, residents and the environment.
2. All employees shall also be risk managers and take all steps to control, reduce and/or eliminate any hazard or risk.
3. All County Department Heads must have a good general knowledge of the various Municipal Government Statutes, County Bylaws, Workers Compensation Act and Occupational Health and Safety Legislation that is applicable to the County.
4. The process of risk management is to:
 - a. Identify all risks, simply by writing down and listing all hazards involved in each area of responsibility.
 - b. Analyze these identified risks and identify which hazards or risks need to be addressed immediately and which are less serious (prioritize).
 - c. Review the options available to control, reduce and/or eliminate the hazard or risk.
 - d. Implement the selected option and put same into practice.
 - e. Monitor and review the results of your actions to determine the effectiveness of the option chosen to control, reduce and/or eliminate the hazard or risk.
5. Municipal Risk Management is very closely related to and goes hand in hand with the Safety Program, which the County implemented in 1997. The intent of this particular policy is to highlight the importance of ongoing risk management practices. The County provides a vast number of services and day to day operations and activities are varied, therefore prior to proceeding with an activity that is not a normal day to day activity, it is

imperative that an assessment and identification of all possible and/or probable hazards or risks be completed.

6. The goals of risk management shall be as follows:
 - a. To actively control and reduce insurance and other risk related costs.
 - b. To protect the interest of the stakeholders in our community.
 - c. To prevent losses arising from liability claims and damage to municipal assets.
 - d. To provide reasonable assurance of uninterrupted municipal operations and delivery of services to our community stakeholders.
 - e. When losses cannot be prevented, to ensure that the effect of losses on the County and our community stakeholders is as minimal as possible.