

**SECTION 1**

**ORGANIZATION AND RESPONSIBILITY**

**ORGANIZATION**

The Board of County Commissioners has created a Risk Management Committee to provide oversight and develop rules and regulations for carrying out the Risk Management policy. The Committee, as appointed by the County Administrator, is composed of the Director of Employee Services, the Risk Manager, the Benefits Manager, the Director of Finance and County Counsel or their designated representatives.

The Risk & Benefits Division within the Department of Employee Services is responsible to administer and direct all risk management, insurance and risk financing activities for the County.

The Board of County Commissioners, the County Administrator, the Risk Management Committee and the Risk & Benefits Division recognize that the identification and control of risk is an important function of department directors, managers, supervisors and employees of the County. Departments are directed to continually stress that the identification and control of risk is also their responsibility and not the sole responsibility of the Risk & Benefits Division. Risk & Benefits staff are not exposed to the daily operations in departments and must rely on department employees to communicate potential risks and respond to recommendations made by Risk & Benefits staff to eliminate or reduce risks.

**RESPONSIBILITIES**

The following responsibilities shall be adhered to in order to achieve a functional risk management process:

**Executive Management**

Management shall provide personal leadership in achieving employee cooperation with and contribution to the preservation of the assets of the organization against predictable or accidental losses. They shall:

- Ensure the mandates and recommendations in this manual are adhered to;
- Establish and ensure safety rules and procedures are complied with by all personnel under their direction;
- Enforce all safety rules and take disciplinary action where there is a willful disregard of them;
- Hold supervisors accountable for all preventable incidents/accidents incurred by their employees;
- Ensure departmental safety meetings (safety committee) occur on a regular basis to provide a forum for employee involvement in the safety process;
- Ensure all necessary safety equipment and personal protective equipment is available and used;

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- Ensure all incidents/accidents are reported timely and thoroughly investigated and documented in accordance with existing procedures. (Section 4.) Ensure the causes are determined and appropriate corrective measures are taken; and
- Understand the Risk Management cost allocation system and its relationship to the current safety culture within the department.

### **Supervisory Personnel**

Supervisors have the responsibility for, to the extent they have control, the safe actions of their employees and the safe operation of vehicles and equipment within their divisions. They also have full authority to enforce the safety regulations to keep losses at a minimum. Each supervisor shall:

- Assume full responsibility for safe working conditions for their employees. Instill a positive safety awareness in each employee;
- Be fully accountable for preventable incidents/accidents incurred by their employees;
- Ensure each employee is fully trained for his/her job and any equipment assigned and they complete the departmental job safety and security training checklist;
- Ensure all necessary safety equipment and personal protective equipment is available and properly used;
- Encourage employee participation in departmental safety meetings (safety committee). Support the committee and provide appropriate incentives/recognition for employee participation;
- Investigate all incidents/accidents to determine primary and secondary causes in accordance with existing procedures;
- Ensure all incidents/accidents are reported in a timely manner; (Section 4.)
- Take prompt corrective action whenever unsafe acts or conditions are found;
- Set a good example for employees by following established safety rules and attending required training; and
- Be aware of the cost allocation system and the relationship between a safe work environment and the division's budget.

### **Employees**

Employees are held directly responsible for exercising good judgement and working safely in preventing incidents/accidents and for observing all safety rules. An employee who causes or contributes to a preventable incident/accident may be subject to disciplinary action. Each employee shall:

- Assume responsibility for his/her safety;
- Understand his/her role in the establishment of a positive safety culture; and
- Follow all established safety rules, regulations and policies.

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- Fully cooperate with all measures taken to promote safe work habits and safe working conditions.
- Report any unsafe act or condition in a timely manner according to existing procedures.
- Report all incidents/accidents, regardless of severity, in a timely manner according to existing procedures. (Section 4.)
- Always use the appropriate personal protective equipment (PPE) in good working condition where it is required.
- Not remove or defeat any safety device or safeguard provided for employee protection.
- Make suggestions to his/her supervisor, safety committee representative or management about changes to work practices or equipment that he/she believes will improve employee safety.
- Wear required, proper and appropriate clothing while on the job, i.e. nothing torn or loose when working around machinery, steel toed boots where required.
- Assist and cooperate in accident investigation so causative factors may be determined and corrective action taken.