
RISK MANAGEMENT MANUAL

INTRODUCTION

This manual is provided to County departments as a working document, designed to address risk management techniques, safety and loss control methods. It will provide practical advice and procedures in a cooperative effort between County employees and Risk Management in order to make Clackamas County a safer place to work and live.

Some reasons for its development are:

The County continues to expend in excess of \$1 million per year for liability and workers' compensation claims.

The County is self-insured for liability and workers' compensation expenditures so each dollar expended is direct revenue from the departments.

- There is a need to involve more people in loss prevention activities to provide better coverage and maximize our limited resources.
- Due to the nature of Risk Management issues, certain areas only arise sporadically. The material available in this manual is designed to provide assistance in those areas when people need to know what should be done and what corrective steps are necessary.

To this end, an Accident Prevention and Loss Control Program (made up of material contained throughout this manual), that integrates safety and health expectations into each job responsibility, has been put into place. It addresses emergency response and First Aid measures, procedures for creating modified and light duty positions, accident investigation and reporting requirements, safety training expectations, and other specific safety issues.

The procedures and regulations outlined in this manual are not intended to cover all conditions and emergencies that may arise in the course of the job.

It is important to remember that no manual can supplant our responsibility to create and maintain a positive safety culture in our work environment. This is offered merely as a resource to assist in that effort. Whenever you have a need for more information, please contact Risk Management.



BOARD OF COUNTY COMMISSIONERS

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

January 2014

Dear Clackamas County Employee:

How we manage risk determines the level to which we achieve a safe place to work as well as preserving the assets entrusted to us by the taxpayers of Clackamas County.

The County's Risk and Benefits Division and the Office of County Counsel provide us with the leadership and knowledge in risk management. Managers should set an example by becoming familiar with the risk management principles of Clackamas County. The Risk Management Manual is a tool to use in this effort.

Risk Management is everyone's business and we encourage every employee to review the Risk Management Manual. Together we can continue to make Clackamas County a safe place to work and live.

Thank you for your continuing commitment.

Sincerely,

CLACKAMAS COUNTY BOARD OF COMMISSIONERS

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OFFICE OF THE COUNTY ADMINISTRATOR

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

January 2014

Dear Clackamas County Employees,

Safety. So often, many of us take it for granted. Safety is not something we focus on occasionally but a commitment we make on a daily basis in order to be successful in protecting our employees.

Clackamas County as an organization is dedicated to having its employees understand the benefits of a strong risk management program. As part of that effort, we've created a manual for your review and easy reference. Our goal is to encourage behaviors which promote workplace safety, as well as establish a pattern of safety practices which can benefit us in our job and at home.

I encourage you to review this document (available on the intranet) on a regular basis. It provides a tremendous amount of information designed to assist each of us in the workplace as well as in our personal lives.

An organization's greatest asset is its employees. By working together we create the opportunity for each of us to return safely home at the end of our day.

Sincerely,

Don Krupp
County Administrator

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