



# DRUMHELLER

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## ADMINISTRATION POLICY

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### ADMINISTRATION POLICY # A-05-18

Supercedes #A-02-17

#### RISK MANAGEMENT/SAFETY COMMITTEE

##### OBJECTIVE:

The OBJECTIVE of The Risk Management/Safety Committee is to research, review and develop action plans as they relate to the protection of life and property of the Corporation of the Town of Drumheller and its citizens.

In reviewing all pertinent information the Committee must be familiar with up to date legislation, PIR standards, insurance policies and other industry standards.

##### DUTIES AND RESPONSIBILITIES:

The committee will review current risk issues as they relate to insurance, employee safety, contractor safety, public safety, disaster response planning and environmental issues by using a team approach to discussion and plan formulation through the use of a severity and probability matrix to develop a priority list of actions.

##### REPORTING AND RECOMMENDATIONS:

The Committee will report to and make written recommendations to the Chief Administrative Officer. These recommendations will be reviewed by the Chief Administrative Officer for consideration and action as required.

##### MEMBERSHIP:

Membership on Committee will be distributed through out the organization to ensure representation of each business group. Members will only serve a two year term and then will be replaced at the discretion of the Department Director. Each year members who have served a two year term may be replaced. The Chief Administrative Officer and Risk Management Officer will be permanent members.

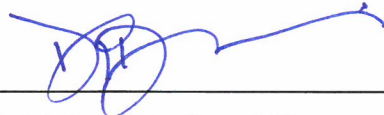
Membership shall include but not be limited to;

- |                            |           |
|----------------------------|-----------|
| 1. CAO or delegate         | 1 member  |
| 2. Risk Management         | 1 member  |
| 3. Infrastructure Services | 4 members |
| 4. Corporate Services      | 2 members |
| 5. Community Services      | 3 members |
| 6. Drumheller Land Fill    | 1 member  |

MEETING SCHEDULE:

The Risk Management/ Safety Committee will meet a minimum of four times a year and more often as required.

Date: January 3, 2018



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Chief Administrative Officer