CHAPTER ONE. ORGANIZATION, FUNCTONS AND GENERAL PROVISIONS

Subchapter Eight: Risk Management Program

1.08.010. Background.

a. It is the intent of the Town of Colma to provide a safe environment for its residents, visitors, and employees in which to live and work.

b. The Town of Colma is a member if the Association of Bay Area Governments Pooled Liability Assurance Network (ABAG Plan).

c. ABAG Plan has adopted certain requirements for its members including the best practices in key operational areas

d. Staff has recommended that a Risk Management Policy be adopted to provide a framework for the current policies and to accomplish certain goals.

1.08.020. Findings.

a. There is a need to formalize the Risk Management Program in place to preserve the Town's human, physical, and financial resources from the risk of accidental loss; and

b. The major goals of the risk management policy are to:

(1) Eliminate or reduce the risk of loss;

(2) Apply responsive claims management techniques to losses that occur; and

(3) Protect the Town budget from losses in excess of $1,000,000, or an annual accumulation of losses that would cause financial hardship.

1.08.030. Responsibilities.

(a) The overall responsibility for the Risk Management Program shall lie with the City Manager

(b) Risk Management shall be the responsibility of each department manager.

1.08.040. Policies.

(a) The Risk Management Program is a systematic process to identify, measure, and control loss exposures. A Town-Wide hazard identification system has been implemented by the Risk Manager to quickly identify hazardous conditions and effect repairs. All employees are encourages to notify their supervisor, department head, or the Town Risk Manager of any condition that may expose someone to injury or damage.

(b) The Risk Management Program is a responsive claims administration system, The Risk Manager reviews all incident reports and claims, and notifies ABAG Plan and their adjustment firm in a timely manner of all serious accidents or claims. Department heads and supervisors review all accident reports, incident reports, and claims affecting their organization, and provide timely information to the Risk Manager and ABAG Plan's appointed adjustment firm.

(c) The Risk Management Program is the transfer of the Town's risk of loss to others whenever possible and practical. The Risk Manager will continue to refine the risk transfer process to assure the use of hold harmless and indemnity clauses in all Town agreements, contracts, leases, permits, purchase orders and rental agreements, and the use of insurance clauses that provide adequate protection to the Town, within the judgment of the City Manager.

(d) Accident Review Process

(1) An Accident review process is in place. The Risk Manager shall continue to review all accident, incidents and claims to determine their cause, preventability, methods to prevent future occurrences, and claims and litigation defense strategy. The review process should be conducted periodically, as needed. The Town may use the Safety Committee as the review body.

(2) A safety review process is in place. The Risk Manager shall continue to discuss safety issues and get feedback to employees in how to improve operational safety. The safety process shall take into account standard industrial safety practices and safety orders issues by state agencies. The review process should be conducted periodically, but no less than quarterly. The Town may use the Safety Committee as the review body.

(e) Insurance

(1) The Town will continue to establish self-insurance retention limits consistent with its financial resources. The Town will continue to establish reserves on all self-insures losses to recognize the expected future cost, and appropriate funds to cover all self-insured losses to recognize the expected future cost, and appropriate funds to cover all self-insures liabilities.

(2) Insurance for risks and catastrophic loss potential shall be purchased whenever it is economically feasible, within the judgment of the City Manager.