

POLICY: RISK MANAGEMENT

The agency protects those it serves and its physical, human, and financial resources through a process of evaluating risks and reducing exposure to those risks.

A continuous proactive approach toward risk management and prevention of loss and liability is carried out through a systematic process of identifying risks or potential problems and protecting the agency from loss through fire, theft, general liability coverage, directors' and officers' insurance coverage. Risk management will also be monitored through evaluation of all agency services (CQI), facility monitoring, and evaluations and recommendations of mitigation and prevention by the Risk Management Team of incident & accident reports.

The Director of Finance is the designated risk manager for the agency who may appoint a qualified employee at any time to assist or assume responsibilities as necessary.

PROCEDURES

1. Annually the Facilities Coordinator will complete the facility self-assessment report provided by Catholic Mutual addressing potential safety and liability issues at each facility.
2. Bi-annually in connection with the agency's insurance renewal, representatives from the Catholic Mutual Group will conduct an on-site risk management assessment. They will prepare a report to be reviewed by the Board of Directors, Executive Directors and other leadership staff as indicated.
3. The Risk Management Team will evaluate and reduce potential loss and liability through ongoing review of critical and reoccurring incidents & accidents. A report will be issued after each meeting and submitted to the Director for Quality Assurance & Compliance. Recommended actions by the Risk Management Team will be communicated to Senior Leadership Team.
4. Individual programs may at their discretion, operate safety committees to proactively assess and reduce loss and liability within their program; in coordination with the Risk Management Team.

5. Annually, the agency will conduct an overall risk assessment that includes:
 - a. compliance with legal requirements, including licensing and mandatory reporting laws, fiscal accountability, and governance
 - b. insurance and liability
 - c. health and safety, including use of facilities
 - d. contracting practices and compliance
 - e. staff training regarding areas of risk
 - f. volunteer roles and oversight
 - g. research involving program participants and other clients' rights
 - h. security of information; including client confidentiality
 - i. financial risk
 - j. fundraising
 - k. conflict of interest
 - l. employment practices
 - m. interagency collaborations

From these assessments, the Risk Manager will issue a report to the Board of Directors and Executive Director.