



Enriching Lives & Connecting Communities

Risk Management

Safety and Security
Policy No. R 100

Revision Date: November 18, 2013

Policy Statement

It is the goal of the Richland County Recreation Commission to control and minimize risks and should circumstances arise, minimize losses (physical, financial and legal) and maximize opportunities, which are closely aligned to improving safety – in order to effectively meet agency goals and objectives.

1. AUTHORITY:

The Executive Director has the authority and discretion to administer the Richland County Recreation Commission Risk Management program and to recommend policy and procedure changes to the Commission Board.

2. RISK MANAGEMENT PERSONNEL:

All RCRC employees are responsible for managing risks in their areas and as assigned. Additionally, at the discretion of the Executive Director the following positions may be employed to assist in carrying out the risk reduction function:

- 2.1 Director of Safety and Security
- 2.2 Human Resources Director
- 2.3 Risk Manager
- 2.4 Safety Manager
- 2.5 Human Resource Manager

3. RISK MANAGEMENT PROCEDURE:

- 3.1 Establishing our context and culture (i.e. the risk environment) through policies and procedures, reward and recognition programs and training and development;
- 3.2 Identifying our risks;
- 3.3 Analyzing the identified risks;
- 3.4 Assessing or evaluating the risks;

- 3.5 Treating or managing the risks;
- 3.6 Monitoring and reviewing the risks and the risk environment regularly; and continuously communicating results.

4. IDENTIFYING RISK:

4.1 Types of Risks:

- 1. Tort
- 2. Contract
- 3. Property
- 4. Business
- 5. Human Rights

4.2 Parties Susceptible to Risk:

- 1. Agency
- 2. Board
- 3. Employees
- 4. Volunteers
- 5. Public

4.3 Hazards:

- 1. Environmental
- 2. Infrastructure
- 3. Programs
- 4. Emergency
- 5. Transportation

5. ASSESSMENT AND RESPONSE STRATEGIES:

Depending on the risk factors such as probability, severity and financial impact the Commission may employ various response strategies.

- 1. Avoid the Risk
- 2. Reduce the Risk (Inspections, Warnings, Removal, Repair)
- 3. Transfer the Risk (Contracting, Waivers, Leasing)
- 4. Insurance

6. BOARD BRIEFING ON LEGAL MATTERS:

The Executive Director is responsible for briefing the Board whenever legal actions are initiated against the Commission (lawsuits and administrative actions).

- 1. For actions brought against the Commission, the Executive Director will notify the Chairperson within five (5) business days of receipt. The Board Chairperson in

consultation with the Executive Director should put the matter on the agenda for the next regular meeting or if time is of the essence, determine if a special meeting is necessary. The Chairperson, who is responsible for setting the agenda, will schedule an Executive Session of the Board for a legal briefing by the attorney representing the Richland County Recreation Commission.

2. Updates on any pending legal cases will be presented to the Board by the Executive Director when appropriate. At the request of the Board or its Chairperson, the assigned attorney representing the Richland County Recreation Commission will be present.
3. Legal Advice - Generally, in order to preserve attorney-client privilege, when an Executive Session is called for the purpose of obtaining legal advice or discussion of pending litigation and legal matters, all but pertinent RCRC staff, Board members and the attorneys representing RCRC will be excused. Attorney-client privilege is designed to foster frank, open and uninhibited discourse between attorney and client (RCRC) so the attorney can obtain all necessary information and provide the best possible advice.

ADOPTED BY RICHLAND COUNTY RECREATION COMMISSION BOARD

BOARD MEETING DATE: November 18, 2013
(Date Approved)

APPROVED: J. Marie Green
J. Marie Green, Chair

For more information about this policy, contact the Safety and Security Department.