

# Section 5B: Risk Control Methods

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<b>Policy #1:</b>	<b>Administration of Risk Management</b>
<b>Effective Date:</b>	<b>December 15, 2016</b>
<b>Last Revision Date:</b>	<b>Original Policy</b>

## I. Purpose

The foundation of our Risk and Safety Programs rest on the Town of Mooresville's commitment to promote a safe and healthy environment for all of our employees, as well as to minimize the loss of property, processes, and services.

Risk and Safety programs are designed to promote excellence as they are centrally focused on building a culture of "Safety Through Professionalism" in all that we do, which stems from the belief that when employees are properly supported, equipped, trained, and empowered they are more effective, highly efficient, and that risk reductions and safety enhancements will become inherent in their work. This, coupled with risk identification and control methods will:

- Increase the safety and security of Town employees, citizens, and patrons
- Preserve Town assets and public services from loss, theft, and damage
- Reduce both direct and indirect costs associated with various claims and losses
- Reduce exposures and better control known hazards
- Support an internal auditing mechanism for continual improvement and adequate management of change

## II. Scope

This policy applies to all Town of Mooresville regular full and part-time Town employees, as well as intermittent and temporary employees.

## III. Assignment of Responsibilities

- A. **Town Manager:** as the Town's Executive, the Town Manager has delegated the responsibility for the overall management and administration of the all Risk Control Programs to the Risk & Safety Manager. The Town Manager:
1. Ensures sufficient managerial support, employee time, and budgeted funds are available to implement and maintain all aspects of effective Risk and Safety Programs in all departments.
  2. Evaluates department Directors and/or Managers each year to ensure they are carrying out the responsibilities outlined by this program.
  3. Confirms that all incidents and injuries are properly investigated and that the Risk and Safety Manager provides both Root Cause Analysis, as well as Corrective Actions, in order to prevent similar incidents from occurring.
  4. Ensures adequate Recordkeeping is kept, posted, and maintained in accordance with regulatory standards and the best practices outlined in this and other relevant policies.
  5. Initiates "Safety Through Professionalism" by creating an environment capable of supporting a viable and effective Risk and Safety Programs, where Directors and Managers are expected to lead by example, and employees are empowered to take accountability for their own safety.