

CVS POLICY & PROCEDURE MANUAL

Policy Area: Finance

Policy # & Name: 7.5 Risk Management

Group: Management Staff

Purpose:

To ensure the continuity of CVS supports and services and protect the interests of consumers, families and CVS.

Policy Statement:

CVS is committed to reducing or eliminating risks to consumers, families, employees, volunteers and property; minimizing the costs and consequences in the event of harmful or damaging incidents; and providing for adequate and timely restoration and recovery.

Practice Standards:

Protect and minimize risks to the organization's property, interests, and employees, volunteers, individuals, and families.

Develop an annual risk management plan that includes identification of potential risks to the organization, individuals, families, volunteers and staff members; as well as strategies to mitigate risk such as asset protection, policies and procedures, insurance plans, safety training, early detection, security precautions and emergency procedures, and contingency plans to contain any damage and minimize losses.

The Executive Director implements the risk management plan and reports to the Board annually on the status.

Best Practices:

Involve consumers, families, volunteers, and staff in proactively taking responsibility for minimizing risks.

Promote awareness of potential risks at home and work by providing training sessions and safety information.

Participate in community initiatives to promote safer community practices.

Policy Audit: March Annually

Date Issued: March 2004

Date Revised:

Position

Responsible: Board of Directors, Executive Director

References: *☞* Annual Risk Management Plan
☞ Executive Director Board Report
