**Policy**

Effective risk management ensures the protection of the interests of Persons Supported, and families, Staff Members, Volunteers, the public, continuity of organization operations, and the maintenance of services. Because risks are present throughout the organization operations, successful delivery of services is contingent upon effective management of risks.

SACL will identify and reduce or eliminate risks to people, organization property, and interests; to minimize and contain the costs and consequences in the event of harmful or damaging incidents arising from those risks; and to provide for adequate and timely restoration and recovery.

Staff shall report, without delay, any incident, event, or situation that could potentially result in liability for the agency to their Services Manager. Services Managers or the Director of Services shall report to the Executive Director immediately.

**Procedure**

Risk management is a step-by-step process to protect the organization and consequently minimize risks.

Risk management is everyone’s responsibility.

1. The organization will develop an annual risk management plan to address the steps below. The risk management plan shall be reviewed annually and accepted by the Board of Directors.
2. The risk management plan involves the following steps:
* Identification of loss exposures
* Analysis of loss exposures
* Identification of how to rectify identified exposures
* Implementation of actions to reduce risk
* Reporting results of actions taken to reduce risks
* Inclusion of risk reduction in performance improvement activities

Implement the Risk Management Plan, report to the Board of Directors and adjust the plan as necessary.

The Risk Management Plan will;

* Be reviewed at least annually for relevance
* Be updated as needed