



FOOD FOR LIFE CANADA INC.

POLICY CATEGORY	Governance
POLICY NUMBER	8
TITLE OF POLICY	Risk Management
APPROVED BY	
DATE OF APPROVAL	November 10, 2010
REVISION DATE	

Purpose of Policy

To define roles and responsibilities regarding risk management and to describe the main procedures by which risks are identified and mitigated.

Definition of Risk

Risk is the chance or possibility of danger, loss or injury. This relates to the well-being of clients, staff, volunteers and the public; to property; reputation; environment; organizational functioning; financial stability and other things of value.

Definition of Incident

An incident is an event or a “near miss” that is unusual, unexpected, has an element of risk and may result in a loss or injury or may have a negative effect on clients, staff, volunteers, the organization or its stakeholders. A complaint from a client, volunteer or stakeholder organization also constitutes an incident.

Policy Statement

Food for Life carries out a process to identify, assess and manage risks. The process of risk management includes:

- The allocation of resources to support risk management activities;
- Making staff, volunteers and Board members aware of their role and responsibility in managing risks, through education; and

- Gathering accurate, comprehensive and timely information on risks to help make decisions.

Role of the Board

The Board is responsible for evaluating the organization's risk management performance at least annually.

This evaluation includes, but is not limited to:

- Reviewing trends in incident reporting, including complaints;
- Reviewing policies and procedures;
- Assessing new or increased risk;
- Assessing the effectiveness of education and communication strategies in relation to risk management;
- Review the evidence provided by management to confirm that the organization meets employment, WSIB, occupational health and safety and other legal and regulatory requirements; and
- Provide direction to staff based on evaluation findings.

Role of the Executive Director

The Executive Director is responsible for preparing, implementing and monitoring an annual plan for risk management for review at the September Board meeting. This includes identifying budgetary requirements as well.

The plan prepared by the Executive Director includes providing basic training as necessary on:

- Detecting assessing and reporting on risk (completing incident reports);
- When to withdraw from unsafe situations;
- Managing aggressive behavior;
- Using equipment and supplies safely;
- Preventing the bacterial contamination of food.
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The Executive director is responsible for ensuring that a complete incident report is written by the person affected as soon as possible after the incident. The Executive Director is responsible for any investigation which may be necessary to identify root causes, and for taking any corrective actions which may be warranted. (The incident report form is attached.)

The Executive Director is responsible for reporting to the Board at least annually on the results of the risk management plan. Normally this will be done at the August Board meeting.

Food for Life/ReFresh Foods
ACCIDENT / INCIDENT REPORT FORM

Employer Name: Employer Address:

Incident occurred

Address where incident occurred: Date: Time:
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Injured person(s)

1. Last name	First Name	Job Title	
2. Last name	First Name	Job Title	
3. Last name	First Name	Job Title	

Nature of Injuries:

1.
2.

Witnesses

1.
2.
3.

Incident Description

Briefly describe what happened, including the sequence of events preceding the incident:
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Statement of causes

List unsafe conditions, acts or procedures that in any manner contributed to the incident:
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Recommendations

Identify any corrective actions that have been taken & any recommended actions to prevent similar incidents

Recommended corrective action	Action by whom	Action by Date	
1			
2			
3			
4.			

Persons conducting investigation

Name	Signature	Job Title	Date

August 2010