



Montana Operations Manual

Policy

Policy Number

2.02

Effective Date

September 1, 2006

Last Revised

March 2, 2015

Issuing Authority

Department of Administration

Risk Management Committee

I. Purpose

The purpose of this policy is to define the responsibilities, organization, and meeting requirements of the state Risk Management Committee.

II. Definitions

The state Risk Management Committee is a committee established by the Department of Administration to assist state agencies to protect their vital physical, financial, and human resources through comprehensive and effective insurance and risk management programs.

III. Roles and Responsibilities

The general functions of Risk Management Committee representatives shall be to:

- A. Attend and participate in the state Risk Management Committee meetings.
- B. Coordinate the establishment of effective loss prevention programs with the support of agency management and employees.
- C. Make recommendations to agency management and committees regarding the adoption of risk management policies or practices and, when necessary, administrative or legal action.
- D. Coordinate the agency participation in loss prevention activities provided through Risk Management & Tort Defense Division and their consultants such as surveys, inspections and training opportunities.
- E. Access and distribute loss trend data, training notices, and other pertinent information to key personnel to mitigate risk and increase awareness of how losses occur and how they can be prevented.
- F. Assist supervisors in determining what measures are needed to prevent a recurrence of an incident. And make appropriate recommendations to include temporary measures to prevent recurrence while more permanent solutions are being considered.

- G. Monitor the effectiveness of the agency’s risk management program.
- H. Committee members shall receive regular training on their duties and other important matters including participation in public meetings.

IV. Organization

The Risk Management Committee shall consist of one representative from each state agency, each elected official, and each campus of the Montana University System. Risk Management Committee members serve at the pleasure of each agency or university head. The Chairperson shall be appointed by the Administrator of the Risk Management & Tort Defense Division. Subcommittees consisting of uniform or similar risk management issues may convene from time to time as requested by the Chairperson.

V. Public Meetings, Notices, and Correspondence

- A. The full committee shall convene at least annually. Subcommittees consisting of uniform or similar risk management issues may convene from time to time as requested by the Chairperson.
- B. Meeting notices shall be provided to Risk Management Committee representatives and those who have previously shown an interest in the matter at least 72 hours prior to the meeting.
- C. All meeting correspondence shall make notice of the Risk Management & Tort Defense Division’s intent to offer reasonable accommodations for those with disabilities and provide a contact name, address, phone number, mailing and e-mail addresses, including where to seek special needs or for ADA accommodation.

VI. Rules Governing

None

VII. Statutes Governing

None

VIII. Administrative Use

History Log	
Approved Date:	September 1, 2006
Effective Date:	September 1, 2006
Change and Review Contact:	Brett Dahl

Review:	Event Review: Any event affecting this policy may initiate a review. Such events may include a change in statute, key staff changes or a request for review or change.
Scheduled Review Date:	Five years from Effective Date
Last Review/Revision:	March 2, 2015
Changes:	