

 Missouri Department of Natural Resources Administrative Policies and Procedures		
Chapter 3 Work Environment		
Risk Management Committee Policy	Effective date	Revised
Number: 3.10	March 17, 2003	July 17, 2017

The Missouri Department of Natural Resources’ (MoDNR) Risk Management Committee (RMC) is a standing committee that reviews, makes recommendations and advises management on safety and health risk issues that impact employees, the public and department operations.

The RMC promotes a culture of risk awareness and mitigation by involving department employees and stakeholders in the day-to-day management of risks.

REFERENCES

- Americans with Disabilities Act Amendment Act
- Conduct and Ethics 1.01

DEFINITIONS

Accident: An unexpected or unintentional event (regardless of location) in which equipment or property is damaged or injuries or fatalities result.

Division: One of the functioning agencies within the department.

Risk Management: Risk management is the process of identifying areas of risk and potential liability and developing risk response strategies to mitigate loss and maximize opportunities.

GENERAL PROVISIONS

The primary functions of the RMC are to help identify risk exposure and assign the proper persons, department, group, etc. to mitigate the risks in accordance with department policies and procedures. RMC assists the department director by providing information and recommendations in support of the performance of risk management functions. Risk management functions shall include, but are not limited to, issues pertaining to the department’s internal emergency response, loss control, workplace safety and health policies.

The committee will meet at least quarterly to discuss current issues and trends. Committee members shall be composed of representatives of the department and divisions who have substantial knowledge of MoDNR operations and programs.

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Representatives to the RMC will include:

- 1) Department Director or designee. Designee shall be a Division Director or Deputy Department Director.
- 2) Risk Management Administrator, Missouri State Parks (MSP)
- 3) Occupational Safety & Health Consultant, Division of Environmental Quality (DEQ)
- 4) Facilities Manager, Division of Administrative Support (DAS)
- 5) Human Resources Program Director, DAS
- 6) Legal Counsel, MoDNR General Counsel's Office
- 7) Department Disaster Coordinator or designee
- 8) Missouri Geological Survey (MGS) Director or designee

All RMC members are permanent members due to their respective expertise in the areas of risk management, safety and department operations or management. The Department Director or designee is the RMC chair with authority to modify members and approve committee decisions.

The RMC may create subcommittees as necessary to assist in identifying, mitigating and/or evaluating specific risk issues. Subcommittees shall be chaired by a member of the RMC. The subcommittee chair has the authority to appoint subcommittee members as appropriate.

The RMC examines employee safety and health issues, reviews new and current safety and health policies, and submits recommendations to the Department Director for approval and implementation. Employees may contact RMC members regarding concerns, however it is encouraged that employees first attempt to resolve issues through appropriate channels.

Division and Program Directors will support the approved recommendations of the RMC through implementation of recommended actions, coordinated with the Department Director. Fiscal constraints may affect implementation of the RMC's recommendations.

Confidentiality

It is essential that members of the RMC maintain confidentiality concerning matters that can be identified with individual employees or other matters that have been designated confidential. In addition to following the Conduct and Ethics Policy, each member will sign a Statement of Confidentiality upon appointment to the RMC.