



ADMINISTRATIVE REGULATION

Office of the City Manager

Number	912
Responsible Department	Human Resources
Established/Effective Date	11/7/1984
Latest Revision Date	6/30/23
Next Review & Reauthorization Date	6/30/25

SUBJECT: Risk Management Policy

1. **Purpose:** To provide guidance regarding the management of risk to support the achievement of corporate objectives, protect staff and business assets and ensure financial sustainability.
2. **Authority:** Section 401 Huntington Beach City Charter.
3. **Policy:** It is the City's Risk Management Policy to:
 - 3.1. Minimize the risk of injury to its employees to the lowest possible level.
 - 3.2. Minimize the risk of loss or damage to its property to the lowest possible level.
 - 3.3. Transfer the exposure and cost of risk to others whenever possible.
 - 3.4. Purchase insurance to cover losses that cannot be transferred or should not be retained.
 - 3.5. Maintain a safe work and service environment in which employees and members of the general public can enjoy safety and security in the course of their daily activities.
4. **Responsibility:** Responsibility is hereby assigned as follows:
 - 4.1 Department Heads shall establish and maintain a safe working environment, emphasizing the prevention of accidents to employees and others and prevention of loss or damage to property of the City and others through training and education of employees.
 - 4.2 Risk Management shall provide assistance to Departments including injury and loss analysis in addition to providing recommendations to mitigate further injury and loss. Risk Management shall manage the Third Party Administrator (TPA) responsible for administering workers' compensation claims for injured employees, the TPA responsible for administering general liability claims/lawsuits, seek financial recovery from loss and /or property damage to

City property, and procure or recommend the purchase of various insurance policies.

4.3 Risk Management will work to educate and inform employees in order to minimize injuries and property loss and damage and when appropriate formulate recommendations for further loss prevention, and submit recommendations to Department and/or Division Heads.

5. Procedure: Procedures for implementing Risk Management policies shall be found in the appropriate Administrative Regulations: AR 213 Liability Claims Processing, AR 214 Insurance Requirements-Contracts, AR 216 Workers' Compensation Claims Processing, AR 217 City Property Damage, AR 221 Self Insurance Program Audits, AR 226 Injury and Illness Prevention Program.

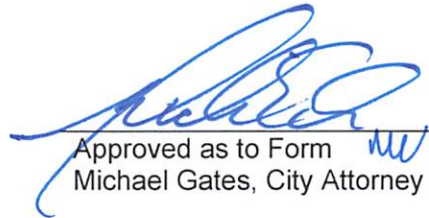
Distribution:

All employees may access the Administrative Regulations via the Intranet at:

<https://surfnet.cohb.net/policiesprocedures/SitePages/Home.aspx>



Director of Human Resources



Approved as to Form
Michael Gates, City Attorney



Al Zelinka, City Manager

Review Schedule

REVIEW DATE	DEPT. HEAD INITIAL	CITY MANAGER SIGNATURE