

Risk Management Committee Charge

1. Purpose

The Risk Management Committee (RMC) provides oversight and coordination for St. John's safety and risk management programs. These programs include, but are not limited to, employee safety and health, general liability, and property risk management.

The Committee provides information and analysis of St. John's actual and potential risk exposures to the Vestry. This information provides the basis for allocation of resources for risk mitigation and control.

2. Membership

The Committee shall have three (3) to five (5) members elected by the Vestry. Each member shall serve a two-year term and members may be reelected. On an annual basis the Committee shall designate one of its members to act as convener and chair of the Committee.

3. Meeting Frequency

The Risk Management Committee shall meet at least four (4) times a year and may schedule additional meetings on an as needed or emergency basis.

4. Role and Function of the Committee

- Complete training programs and obtain certification of completion through Guide One's Safechurch.com program.
- Annually review and keep current the Emergency Plan for St. John's. Ensure that an appropriate number of copies of the Plan are available and distributed.
- Annually review and keep current the Injury and Illness Prevention Program (I2P2) for St. John's. Ensure that an appropriate number of copies of the I2P2 are available and distributed.
- Annually conduct a general and seismic safety inspection of the buildings and grounds on the St. John's Campus. In addition, note areas during the inspection that need correction, maintenance attention, or repair. Identified areas that need correction or attention should be noted and reported to the Parish Office for action.
- Semiannually inspect and ensure that Aid Kits are well stocked and appropriately located in the buildings on the St. John's Campus.
- On a regular basis, recommend safety training programs (including regularly scheduled fire drills).