

RISK MANAGEMENT POLICY

INTRODUCTION

The Risk Management Committee has been requested to draw up policy guidelines.

These guidelines are not exhaustive and may be improved on in order to ensure efficiency.

MOTOR VEHICLE ACCIDENT

Where any municipal vehicle is involved in an accident the driver of the municipal vehicle must take the opposing drivers detail (drivers licence number, I.D. number, car registration number) and briefly describe the extent of damage.

The accident must be reported to the Police within 24 hours and the necessary case number must be saved.

At the same time the driver must notify his/her supervisor who shall in turn inform the Traffic Department and if necessary the Engineers Department.

Where there are injured person the vehicle must not be removed from the scene of accident.

No person shall admit responsibility and liability under any circumstances regarding any Claus to council.

The involved department must file an accident report with Karen (Dept. of Finance) within 24 hours.

It shall be misconduct for any person charged with compiling a report to fail to do so.

VEHICLE SUBSIDISED BY COUNCIL

Where a manger essential user or any person driving a subsidized vehicle endangers his or her vehicle to the value not payable by insurance (excess) Council will have to institute an investigation whether or not such driver has exercised due diligence in the circumstance.

In case of negligence the Council will repudiate the claim.

Where any vehicle as described above is seriously damaged, the driver must consult the Traffic Department, Legal Department or Engineers before continuing with his journey.

CELL PHONES

No cell phone shall be replaced if it is damaged or lost as a result of its owner's failure to exercise necessary due care.

If the employee of Council is placed by virtue of his call of duty in a risky situation (repair to manhole) it is incumbent upon such employee to take extra measures to safeguard his and Council's belongings.

Where the cell phone, land line phone or any other Council's movable property (except cars) is damaged, the damaged property, chargers, and other accompanying material must be returned to Karen. All the excess for cellphone claims will be payable by employee.

ROAD REPAIR AND GRASS CUTTING

Any employee who cuts the grass and whilst doing so a stone spring towards a moving vehicle must report such an incident immediately to his foreman who shall take details of such a driver.

If there is an incident that occurred during the day the foreman must report such incident to the supervisor.

No payment will be made unless the incident report is filed. [incident report form]

SPEED HUMPS

It is the duty of the Protection Services department that all hazardous areas are clearly demarcated and warning signs placed.

Where the department is undertaking any repair work or painting of humps job card must be completed and submitted to the relevant official.

FIRE PROTECTION

Council must ensure that a 100 meter strip is ensured between the vegetation and the boundary fence.