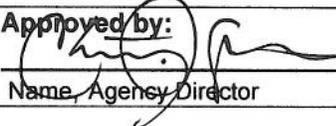
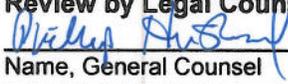


District of Columbia Department of Health Risk Management - Risk Assessment and Control Committee		PROCEDURE 350.30 Implementing Office: Office of the Director Training Required: No Originally Issued: January 17, 2014 Revised/Reviewed:
Approved by:  Name, Agency Director	Review by Legal Counsel:  Name, General Counsel	Effective Date: 2/4/14 Valid Through Date:

I. Authority	Reorganization Plan No. 4 of 1996, Mayor's Order 1997-42
II. Reason for the Policy	Risk management is a core responsibility for every employee. This policy exists to provide guidance to DOH management and employees on the role of the Risk Assessment and Control Committee and guidelines for its areas of responsibility and governance.
III. Applicability	This policy applies to all DOH employees, contracted staff, volunteers, interns, and summer youth employees; as well as contractors, grantees, and sub-grantees authorized to use DOH resources, to include supplies, equipment, or facilities.
IV. Policy Statement	The DOH Office of Risk Management (DOHORM) is charged with convening the Risk Assessment and Control Committee (RACC). The RACC identifies, analyzes, and mitigates risk within DOH by recommending appropriate risk control strategies and disseminating risk related information. Each Administration shall support the work of the RACC by identifying a representative to attend regularly scheduled RACC meetings and providing the RACC representative with a forum for disseminating risk related information to the Administration's workforce.
V. Definitions & Acronyms	DCORM: District of Columbia Office of Risk Management, in the Executive Office of the Mayor DOHORM: Department of Health Office of Risk Management RACC: Risk Assessment and Control Committee
VI. Contents	A. Introduction B. Responsibilities of the RACC C. Governance of the RACC
VII. Procedures	A. Introduction: DCORM requires that each District Agency constitute and convene a RACC for the purpose of risk identification, analysis, and control. The DOH Risk Manager ensures that DOH complies with this

requirement by convening RACC committee meetings on a regular basis. At RACC meetings, District-wide developments for risk management are discussed and risk-related concerns within Administrations are given a forum for discussion. RACC members are responsible for disseminating District-wide and Department-level information regarding risk related issues to Administration staff.

B. Responsibilities of the RACC

The RACC's specific responsibilities shall include:

1. Recommend risk-based approaches, policies, plans, initiatives, and strategic partnerships that enable DOH to promote the health, safety, and well-being of employees and those who utilize DOH services.
2. Review District-level, regional, national, and global research and data regarding areas of risk; such as occupational safety, human resources, information technology security, confidentiality of health information, etc. to identify trends and make recommendations to the DOH Risk Manager regarding risks that impact DOH.
3. Review risk-related policies and procedures and make recommendations to the DOH Risk Manager on best practices that will mitigate risk.

C. Governance of the RACC

The RACC is made up of representatives from each DOH Administration, as well as DOH employees whose duties are closely related to risk management; such as Human Resources, Labor Relations, Facilities Management, General Counsel, and Information Technology.

Each Senior Deputy Director shall designate an employee to participate on the RACC. RACC members must have a breadth and depth of knowledge regarding operational affairs within their respective Administrations to effectively contribute to the Committee. Senior Deputy Directors must also provide RACC members with a forum to share District-level and DOH information regarding risk identification, mitigation, and control; such as announcements during staff meetings, newsletters, email, guidance bulletins, and memoranda.

1. Meetings

- a. RACC meetings shall be held at an interval, time,

	<p>and place designated by the DOH Risk Manager. b. Meetings must adhere to a regular meeting schedule to ensure maximum participation of members. c. Members will be informed of meetings through Outlook calendar invitations or other means.</p> <p>2. Communication</p> <p>a. RACC documents and notices will be shared through email and posted to the committee’s internal shared drive, QuikTag, Google Drive, or a project management system identified by the Risk Manager.</p> <p>3. Conduct</p> <p>a. Meetings shall be facilitated by the DOH Risk Manager.</p> <p>b. Members shall attend all meetings. Members shall arrive on time, prepare by reviewing any assigned readings, and fully participate in the discussion.</p> <p>c. A member’s position on the RACC may be declared vacant by the Risk Manager if the member fails to attend more than two meetings without prior notice to the Risk Manager or fails to attend more than three meetings with prior notice. Any vacancies and the reasons for the vacancy will be reported by the Risk Manager to the DOH Chief of Staff and the Senior Deputy Director of the respective Administration.</p>
VII. Contacts	Risk Manager - 202-442-5846
VIII. Related Documents, Forms and Tools	None