

MUNICIPAL DISTRICT OF FAIRVIEW NO. 136

INSURANCE – FACILITY RISK CONTROL POLICY

PURPOSE OF POLICY:

The purpose of this policy is to develop guidelines and procedures in order to implement and maintain property risk control strategies for high priority facilities under the MD Insurance policy.

POLICY:

1. All facilities on the Municipal District of Fairview #136 Master Property Insurance policy with an insured value of \$1 million or more are classified as high priority facilities and require extra risk improvement efforts.
2. All high priority facilities are required to have a monthly facility inspection completed.
3. All inspections being done will be completed by a representative of the facility owner, using the inspection forms provided by Jubilee Insurance. Completed inspection forms must be held by the facility owner. Additional Named Insured's must submit completed inspections forms to municipal staff when they are requested. Municipal building inspections are to be completed by Risk Control Management and the Utility Officer.
4. Risk control signage will be posted on the entrance doors of all electrical rooms, mechanical rooms and woodworking/ shop areas as set out in the Facility Profile and Special Hazard ID Worksheet.
5. Any "Hot work" to be completed in any facility requires special permits issued by the M.D. of Fairview CAO, with the input and knowledge of the Safety Officer and the Utility Officer. "Hot work" refers to any construction or renovation activity that creates heat, sparks, flame or smoke.

Date Approved: February 8, 2011

Policy # 12-I-2