

**Policy and Procedure**

Title:	<b>Corporate Risk Management</b>
Policy Number:	07.007
Effective Date:	March 15, 2012
Revised Date:	
Approving Body:	CCMB Board of Directors
Authority:	CancerCare Manitoba Act
Responsible Officer:	Board Chair
Delegate:	President and CEO
Contact:	
Applicable to:	

1.0 **BACKGROUND:**

Not Applicable

2.0 **PURPOSE:**

Not Applicable

3.0 **DEFINITIONS:**

Not Applicable

4.0 **POLICY:**

4.1 Whereas CCMB has a duty of care with respect to the interests of the people of Manitoba and the stewardship of its human and material resources; and, whereas prudent management of corporate risks is one of the means by which this duty of care may be discharged, CCMB shall establish a system of risk management that includes:

- Identifying, assessing, communicating and managing the risk of harmful events
- Acting to prevent, control, and mitigate the risk or effects of, harmful events

5.0 **PROCEDURE:**

Implementation of the Risk Management System (RMS) shall include the following elements:

5.1 Governance and accountability arrangements, including:

a. Assignment of duties and responsibilities

- i. The Chief Executive Officer (CEO) shall be responsible for overall administrative supervision of the RMS and for the identification and evaluation of mission-critical risks in the social, political and economic environments in which CCMB operates and of risks involved in major new initiatives.
- ii. The Chief Operating Officer (COO) shall, under the general

<b>CANCERCARE MANITOBA GOVERNING DOCUMENTS</b> Policy and Procedure
Title: Corporate Risk Management
Page: 2 of 4

direction of the CEO, serve as the Senior Risk Management Officer of CCMB with primary responsibility for risks arising in the normal course of business ("operational" risks).

- iii. The CCMB Board of Directors shall be responsible for general oversight of the performance of the RMS.
- iv. Standing committees of the Board (i.e. Finance and Audit, Quality and Patient Safety, Medical Advisory, Nominations and Governance) shall assist the Board by monitoring particular aspects of the RMS that are of material relevance to the mandates of the respective committees.

b. Monitoring, Reporting and Evaluation

- i. The COO shall monitor and evaluate the operation of the RMS and shall, at least on an annual basis, report on its performance through the (CEO), to the Executive Committee and ultimately the Board.
- ii. The CEO shall report to the Board and the Executive Committee in a timely manner any matters of a material nature that constitute heightened risks, new or emerging hazards, or the occurrence of harmful events.
- iii. Standing committees of the Board shall report risk related issues or events of a material nature, addressed during the committee's normal course of business, to the Executive Committee and the Board.

5.2 Management functions

- a. Risk identification, assessment and development of a Corporate Risk Profile.
- b. Development of a Risk Management Action Framework to guide management responses to identified hazards and associated risks and to the occurrence of harmful events (see footnote for example).
- c. Development and implementation of communications plans pertaining to particular risk issues and to promote awareness of the RMS in general.
- d. Training staff and supervisors with respect to their role in risk identification, assessment and communication.

6.0 **REFERENCES:**  
Not Applicable

**CANCERCARE MANITOBA GOVERNING DOCUMENTS**  
Policy and Procedure

Title: Corporate Risk Management

Page: 3 of 4

**Policy Contact:**

All enquiries relating to this policy should be directed to:

Name: Board Chair or President and CEO

Title/Position: Via the President and CEO's office

Phone:

E-mail:

Address:  
(if required):

**DOCUMENTATION**

**Policy Location:**

This policy is located (hard and e-copy formats):

1. The original signed and approved policy is on file in the Executive Office, CCMB
2. The e-copy is on file in the CCMB Governing Documents Library, SharePoint
- 3.

**Revision History:**

Date	Version	Status	Author	Summary of Changes
dd/mm/yyyy	#	Initial, Draft, Final Minor/Major revision		
15/03/2012	1			
23/02/2018	1	Minor Revision	S.Friedenberger	Reformatted to new template

**Approvals Record:**

This Policy requires approval by:

Approval		
Date	Name / Title	Signature
	Not required.	

**FINAL APPROVAL:**

Date	Name / Title	Signature
Mar 15, 2012	Approved by the CCMB Board	

**CANCERCARE MANITOBA GOVERNING DOCUMENTS**  
Policy and Procedure

Title: Corporate Risk Management

Page: 4 of 4

**APPENDIX A**

**Risk Management Actions Table**

IMPACT	RISK MANAGEMENT ACTIONS		
Severe			
Moderate			
Minor			
	Low	Medium	High
	LIKELIHOOD		