

## CAZA Policy Re: Risk Management

### Preamble

In the broadest sense, effective risk management ensures the continuity of organizations operations and protection of the public. Because all manner of risks are present throughout Zoological operations, successful management is contingent upon effective and cohesive management of those risks.

The importance of risk management has been growing steadily during the last several years. There is increasing awareness and expectation in Canada of the need to manage risks.

The risk environment has been evolving rapidly, as advancing technological and social developments bring forth new or hitherto dormant risks associated with such phenomena as terrorism, hazardous materials, pollution, electronic data, and exposure to legal liability. Each institution has an obligation to be aware of risk management as it applies to them and to prevent losses and unnecessary expenditures.

Risk management can be extremely cost-effective when organizations assess their risks properly and determine the most economical way to avoid them entirely, or reduce them to a minimum and limit potential expenditures arising from accidents or emergencies.

Risk management is a logical step-by-step process to protect and consequently minimize risks to, the institutions property, interests, employees and visitors. The saying "forewarned is forearmed" is an apt description of the management of risk.

### Policy

CAZA institutional members must undertake appropriate steps to identify, and reduce or eliminate risks to their property, employees and visitors and to minimize and contain the costs and consequences in the event of harmful or damaging incidents arising from those risks, and to provide for adequate and timely, restoration and recovery.

There are four phases in risk management:

#### **before an incident:**

Phase 1 - identifying risks and the entities exposed to and in control of the risks; and

Phase 2 - Minimizing risks and their cost;

**during an incident:**

Phase 3 - containing the effects of any damaging or harmful incident; and

**after an incident:**

Phase 4 - restoring and recovering in the event of such incidents, and providing feedback of information as a basis for improving the management system.

**Policy Specifications ( Mandatory)**

Identification - Institutions must identify the potential perils, factors and types of risk to which their assets, program activities and interests are exposed. Areas to be considered would include but are not limited to:

- Natural disasters – flood, earthquakes, severe weather resulting in damage to facilities or loss of services, fire.
- Public safety- animal escapes, public/animal contact that results in injury, lost children, first aid
- Animal health – bio security, zoonotic diseases, pest management, reportable disease outbreaks.
- Man made problems- terrorist activities, loss of staff due to union action, loss of services such as electricity, heat or water.
- Staff safety – Occupational health and safety issues, zoonotic disease protection,

Minimization – Institutions must analyze and assess the risks identified, and design and implement cost-effective risk prevention, reduction or avoidance control measures.

Containment – Institutions must have processes in place to allow them to activate emergency organizations, systems, and contingency plans

Restoration and recovery - Institutions must have a plan to repair or replace damaged assets and operating systems to allow a return to normal operations as soon as possible. In addition an assessment of what steps should be taken to minimize or eliminate the likelihood of repetition of the incident should be completed.

The institution must investigate incidents to determine their causes and document their findings for review by the Accreditation commission if required.

## **Notes**

Resources to assist in the creation of a risk management program are available at:

Canadian checklist for biosecurity:

<http://www.animalhealth.ca/LivestockBiosecurity.pdf>

Government of Canada -Risk Management - Policies and Publications

[http://www.tbs-sct.gc.ca/pubs\\_pol/dcgpubs/RiskManagement/siglist\\_e.asp](http://www.tbs-sct.gc.ca/pubs_pol/dcgpubs/RiskManagement/siglist_e.asp)

**McMaster University- Risk Management Manual**

<http://www.workingatmcmaster.ca/link.php?link=eohss%3Aeohss-RMM>