

**BOARD MANUAL**

<b>SUBJECT: Resource Protection and Liability</b>		<b>NUMBER: 2-C-32</b>
<b>SECTION: Corporate Performance and Oversight</b>	<b>APPROVED BY: Board of Directors</b>	
<b>DATE: March 26, 2012</b>	<b>REVISED/REVIEWED: January 29, 2013, January 28, 2015, April 25, 2018, April 28, 2021</b>	

**Policy**

The Chief Executive Officer (CEO) is accountable to the Board of Directors at Cambridge Memorial Hospital to ensure that human resources are reasonably protected, adequately maintained and not placed at unnecessary risk. The CEO will ensure that appropriate administrative policies and procedures are in place to ensure the protection of human resources and that these policies and procedures are monitored for compliance and reviewed annually by the Resources Committee of the Board.

The CEO will ensure that:

- (a) Adequate insurance against fire, theft, and casualty losses, with an appropriate deductible, is maintained
- (b) There is adequate property, boiler and machinery insurance coverage for all assets owned by the corporation which may be subject to replacement or repair as a result of theft or casualty loss
- (c) There is an asset registry and asset tag program
- (d) There is a program to ensure that plant, equipment and systems are well maintained and calibrated if required, comply with legislative requirements and are not subjected to improper wear and tear, and that there is a proactive strategy in place to replace and renew equipment as it ages
- (e) Adequate liability insurance coverage is maintained for the organization, its Board members, employees, volunteers, the Volunteer Association and its members and other appropriate parties while legally engaged in their activities on behalf of the organization
- (f) Cambridge Memorial Hospital obtains adequate insurance as considered advisable and necessary to ensure that Directors, Officers and members of committees of the Board will be indemnified and saved harmless
- (g) Cambridge Memorial Hospital insures to an adequate extent against losses due to errors and omissions on the part of Directors or staff
- (h) The corporation, its Board, volunteers, Medical/Professional Staff and employees are not unnecessarily exposed to liability claims
- (i) There are appropriate and adequate internal controls regarding the receipt,

disbursement, and processing of funds, and that these controls are reviewed bi-annually by the Audit Committee and the external auditors

- (j) Unbonded/uninsured personnel do not have access to material amounts of funds
- (k) Cambridge Memorial Hospital's goodwill, inclusive of public image and credibility, is not endangered or compromised
- (l) An Integrated Risk Management process in accordance with policy 2-C-20 is in place
- (m) Adequate human resources policies are in place to ensure staff are treated in accordance with appropriate legislative requirements, guidelines and negotiated agreements, with a focus on ensuring that staff are engaged, have an accessible, safe and healthy workplace and are presented opportunities for ongoing development and learning