

LOSS PREVENTION COORDINATOR

Program Element

[R2-10-206\(B\)](#)

“An agency head shall appoint a qualified management level or professional employee as loss prevention coordinator. The loss prevention coordinator shall conduct and coordinate the agency’s loss prevention program.”

The success of every agency's loss prevention program is dependent on the individual chosen to fulfill this position and the executive level commitment to loss prevention. The act of appointing a Loss Prevention Coordinator and delegating to that person the authority to manage an agency loss prevention program will not lead to a successful loss prevention program; the ultimate responsibility for the agency's loss prevention program rests with the agency director and management team.

Ideally, the person selected as the Loss Prevention Coordinator will have extensive knowledge of the various operational areas of the agency, and will be well known. Basic knowledge of occupational safety and health (OSHA) requirements, hazardous waste and environmental protection (EPA), fire prevention, and trainer experience are also valuable skills, but these can be gained over time.

One key factor to remember is that the person designated as the agency Loss Prevention Coordinator should not be viewed as the person responsible for implementing the required program elements throughout the agency. The coordinator should be aware of potential operational hazards and will need to act as the liaison to executive staff in support of the ***supervisors and employees who will be responsible for the actual implementation of the needed loss prevention program elements at the work unit level.***

Definition:	The Loss Prevention Coordinator is a managerial or professional level employee who is responsible for ensuring that potential loss exposures are identified and effectively controlled, and for monitoring the implementation and effectiveness of applicable programs within the agency.
Why do I need a Loss Prevention Coordinator?	The potential for loss exists in every activity and operation from office work, to driving vehicles, to serving customers. The extent of the loss potential depends largely on the exposures generated by agency functions. In order to eliminate or minimize exposure to loss, the need for a comprehensive environmental, health and safety (EHS) program must be assessed and developed, implemented, and maintained throughout an agency as may be required to prevent loss.

	<p>A Loss Prevention Coordinator serves to manage the overall program and acts as or coordinates technical advice on the identification and mitigation of operational hazards as may be needed. Program management can be defined as managing multiple projects that are all related and working toward the same goal or result, which is to reduce loss and improve safety.</p>
<p>How do I know if this process applies to my agency and my specific job hazards?</p>	<p>Applicability of this loss prevention rule is based on the potential for the agency to suffer a loss due to employee injury, property damage, liability claim, or auto loss.</p>
<p>What are the minimum required elements and/ or best practices for selecting a Loss Prevention Coordinator?</p>	<p>Guidelines and Criteria: The selection process should take into consideration the role and duties of the position including, but not limited to the following:</p> <ul style="list-style-type: none"> ● Availability to complete functions of the position ● Level of communication skills to work with all levels of staff ● Level of authority or access to authority ● Ability to work individually ● Organizational skills ● Technical knowledge or ability to obtain technical knowledge <p>The person selected as the Loss Prevention Coordinator should possess a basic understanding of the following codes and processes:</p> <ul style="list-style-type: none"> ● Occupational Safety and Health (OSHA) ● Environmental Protection Agency (EPA) ● International Fire Code (IFC) ● National Fire Protection Association (NFPA) ● Ability to access, analyze and trend loss data ● Ability to evaluate agency work processes and procedures ● Identify safety and health training needs for the agency, and develop and conduct training for supervisors and employees as may be needed ● Chair of and ex-officio member of the agency loss prevention committee ● Act as liaison between the agency and ADOA Risk

	<p>Management</p> <ul style="list-style-type: none"> • Monitor the effectiveness of abatement actions implemented for identified hazards within the facilities, or work practices throughout the agency • Develop and implement an agency-wide facility inspection program to identify potential safety hazards within the work environment
<p>Are there any mandatory training requirements that must be or best practices that should be developed by the agency?</p>	<p>There is no specific training required for Loss Prevention Coordinators. Acquiring a general industry OSHA 30-Hour card is recommended for employees with loss prevention coordinator responsibilities.</p> <p>There are a number of health and safety training courses available through the State of Arizona Employee Learning Portal (search the library using the keyword loss prevention).</p>
<p>Are there specific requirements for documenting the program, training, etc...?</p>	<p>Appointing a Loss Prevention Coordinator does not require a program but does take some forethought as the responsibilities of the position. A well written job specification and position description should be developed to aid in the selection process.</p> <p>The agency should compose a formal “appointment letter” that will serve as the agency head’s official appointee selection. (see link below)</p> <p>All training should be documented either in paper format, electronic means or via the State of Arizona Employee Learning Portal.</p> <p>Program documents, training materials, and attendance rosters should be maintained in accordance with OSHA 1910.1200, OSHA 1910.1020, and the AZ Library, Archives and Public Records general retention schedules, LAPR - Retention Schedules.</p>
<p>Are there any resources available that can assist me in selecting a Loss Prevention Coordinator?</p>	<p>Yes. Risk Management has provided a Sample Loss Prevention Coordinator appointment letter and job description. Additionally the State Risk Management, Loss Prevention team, will work closely with the agency Loss Prevention Coordinator.</p>