

LOSS PREVENTION COMMITTEE

Program Element

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

“Each agency head shall establish an agency Loss Prevention Committee to develop, implement, and monitor the agency’s Loss Prevention Program.

The agency shall appoint to the committee management level personnel representing each major division within the agency. An agency with multi-level organizational structures shall ensure that committee membership is representative of the functional and geographical divisions of the agency.”

Definition:	A Loss Prevention Committee is a group of employees who work together to identify and address workplace hazards that can cause accidents, injuries, illnesses, or damage to Agency property. By proactively mitigating risks, they help reduce the number of property losses and worker's compensation claims, lost work time, and insurance costs. This ultimately contributes to a safer, more secure, and more efficient workplace.
Why do I need this program?	A Loss Prevention Committee is essential to the success of an agency’s Loss Prevention Program. It keeps senior managers informed about the program’s status and ensures adequate resources are allocated to achieve its mission of reducing losses.
How do I know if this program applies to my agency and my specific job hazards?	In addition to the Loss Prevention Committee Program Element, A.R.S. § 41-623 (C) requires all agencies, boards and commissions to implement a risk management and loss control program to evaluate hazards, injuries, exposures, and loss history, and to develop and implement effective safety and loss prevention/control programs.
What are the minimum required elements and/or best practices for a Loss Prevention Committee?	<p>“The agency shall appoint to the committee management level personnel representing each major division within the agency. An agency with multi-level organizational structures shall ensure that committee membership is representative of the functional and geographical divisions of the agency.”</p> <p>The overall purpose of the committee is to identify and address workplace hazards to prevent accidents, injuries, and illnesses. The duties of the committee must be clearly defined and should include:</p> <ul style="list-style-type: none">● Reviewing loss and near-miss incidents to formulate solutions and assign responsibilities.● Posting meeting notices in advance and publishing meeting

	<p>minutes for employee review.</p> <ul style="list-style-type: none"> • Conducting and/or reviewing the results of periodic facility safety inspections. • Reviewing investigations of occupational accidents and causes of incidents resulting in injury, illness, or exposure to hazardous substances. • Review investigations of alleged hazardous conditions brought to the attention of any committee member. • Making recommendations to the agency's senior management for changes, additions, or deletions to the Loss Prevention program.
<p>Are there any mandatory training requirements or best practices that must be developed by the agency?</p>	<p>Yes. All agencies, boards, and commissions must provide mandatory training to committee members. Training should include but is not limited to:</p> <ul style="list-style-type: none"> • Hazard identification and control • Reporting hazards • Claim types and the reporting process • Accident investigation and administrative process • Emergency Action Plan and operation of fire equipment • Basics of equipment and electrical safety • Hazardous Chemicals (Right to Know) including SDS locations • Also, consider training on special or site-specific processes <p>Compliance Monitoring</p> <p>The committee must monitor compliance with R2-10-108(A)(2) Deductibles and Waivers, to ensure the agency responds to Risk Management, including an agency action plan for all claims settlements or judgments approved for payment exceeding \$150,000. The action plan must outline:</p> <ul style="list-style-type: none"> • The cause(s) of the claim • Actions taken or implemented to prevent the recurrence of similar claims or losses • Development of action steps and timelines for completion of those steps • Verification of completion <p>State Risk Management offers training on a variety of safety and risk-related topics through the State's 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>Yes. Meeting minutes and other records should be maintained in accordance with regulatory, state, and agency-specific retention schedules. Consult with those entities to determine how long to maintain records. The minutes are the written record of every safety issue discussed at the meeting. They should also record the solutions offered and the outcome. Make sure that every important decision is documented in the minutes.</p> <ul style="list-style-type: none"> • The Secretary of State, State Library, Archives and Public Records website is a great resource for your agency's specified retention schedule.
<p>Are there any resources available that can assist me in putting together a Loss Prevention Committee?</p>	<p>State Risk Management has Loss Prevention Consultants available to assist managers and supervisors in identifying potential hazards and guide agencies on the establishment of program elements.</p> <p>For assistance, contact State Risk Management Loss Prevention at rmdlossprevention@azdoa.gov.</p> <p><u>Additional Resources</u></p> <ul style="list-style-type: none"> • OSHA and the U.S. Department of Labor have been involved in developing Effective Health and Safety Committees, which provides guidance in creating and managing Safety and Health Committees. • Safety Management - Worker Participation. This OSHA resource offers guidance on how workers can actively participate in identifying and resolving workplace safety and health concerns. • Loss Prevention/Safety Committee Guidelines and Templates. • Loss Prevention Management System Audit Tool. Use this tool to identify areas of opportunity or gaps in programs that require attention.