

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.

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| Definition: | Effective loss prevention/safety committees find solutions to problems that cause workplace accidents, illnesses, and injuries resulting in fewer worker compensation claims, less lost time, lower insurance rates and avoiding potential losses. |
| Why do I need this program? | The Loss Prevention Committee is an essential part of an agency Loss Prevention Program. The committee helps ensure that agency senior managers are kept informed on the status of the Loss Prevention Program and that adequate resources are dedicated to support the program mission with the ultimate goal of reducing losses. |
| How do I know if this program applies to my agency and my specific job hazards? | <p>In addition to this Rule, A.R.S. § 41-623 requires all agencies, boards and commissions to implement a risk management and loss control program.</p> <p>All agencies, boards and commissions can benefit from Loss Prevention Committees activities that assist in evaluating hazards, injuries, exposures, loss history, and other program elements.</p> |
| What are the minimum required elements and/or best practices for a Loss Prevention Committee program? | An agency Loss Prevention Committee is made up of agency employees representing all divisions in the agency. Personnel assigned to the committee must/shall have authority to assign responsibilities for corrective actions, and procedures. |

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| | <p>Duties and responsibilities of the committee must be clearly defined and should include:</p> <ul style="list-style-type: none"> • Review loss and near-miss incidents to formulate solutions and assign responsibilities • Posting meeting notices in advance and publishing meeting minutes for employee review. • Conduct and/or review the results of facility inspections • Review 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 • Submit recommendations to assist in the evaluation of employee safety suggestions, where appropriate. |
| <p>Are there any mandatory training requirements or best practices that must be developed by the agency?</p> | <p>Committee team members are often asked safety and loss based questions by employees. To increase committee effectiveness, efficiency and employee perception, train your team members. Suggestions for training:</p> <ul style="list-style-type: none"> • Hazard recognition and spotting safety hazards • Procedures for 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 • Chemical (Right to Know) including SDS locations • Also, consider training on special or site specific processes. <p>The committee must monitor compliance with R2-10-108(A)(2) Deductibles and Waivers to ensure the agency provides a response to Risk Management including an agency action plan on all claims settlements or judgments approved for payment of \$150,000 or more. The action plan must outline:</p> <ul style="list-style-type: none"> • The cause(s) of the claim |

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| | <ul style="list-style-type: none"> • Actions taken or implemented to prevent recurrence of similar claims or losses • Development of action steps and timelines for completion of those steps |
| <p>Are there specific requirements for documenting the program, training, etc...?</p> | <p>Keep meeting minutes and check them carefully. The minutes are the written record of every safety issue discussed at the meeting; the minutes should also record the solutions offered and the outcome. Make sure that every important decision is documented in the minutes.</p> <p>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.</p> <ul style="list-style-type: none"> • The Secretary of State, State Library, Archives and Public Records website is a great resource for your agencies specified retention schedule. |
| <p>Are there any resources available that can assist me in putting together a Loss Prevention Committee?</p> | <p>Yes. OSHA and the U.S. Department of Labor have been involved in the development of - Effective Health and Safety Committees which provides guidance in the creation and management of Safety and Health Committees.</p> <p>State Risk Management may be able to assist in developing site or topic specific safety training. Contact State Risk Management at 602-542-2175 to discuss your training needs with a Loss Prevention Consultant.</p> |