

LOSS PREVENTION POLICY

Program Element

R2-10-206 A & R2-10-207 1

An agency head shall develop and implement an agency loss prevention program that integrates loss prevention and safety policy into all agency activities. The agency shall incorporate into the loss prevention program the requirements of this Section, applicable state and federal standards, worker and property protection measures and programs, practices and procedures to protect the state from third party liability claims. (R2-10-206A).

Each agency loss prevention committee shall develop, implement and monitor the following loss prevention program elements of an occupational health and safety program (as applicable to their agency): The agency loss prevention policy statement.

Definition: A written statement signed by the Agency Director that communicates the Agency's top management support and commitment to the Agency's Loss Prevention Program.

Guidelines and Criteria: A Loss Prevention Policy should be a written statement that communicates top agency management support and commitment for prevention or minimizing workers' compensation, property and liability losses. While a policy statement may be written in a variety of ways, it should support the primary mission of the organization and include:

- Signature of the Agency Director
- Management's concern for safety of employees and protection of property
- A desire to minimize financial loss to the Agency and State
- Assignment of specific responsibilities for Loss Prevention
- Communicate the policy to all employees
- Review and update as Agency mission or status changes

Guide to Writing a Policy Statement

Why should I have a written policy statement?

A policy statement helps promote an effective loss prevention program. A policy statement indicates the degree of management's support to health and safety in the workplace. The policy statement should reflect the special needs of your workplace and should regularly be reviewed (at least annually) and updated. This document will assist you in writing a policy statement for your agency.

What makes a policy statement effective?

There are many differences in form and content of agency policy statements. Their style, however, is not as important as the clarity with which they identify functional responsibilities over authority. To be effective a policy statement must:

- Involve senior management and representatives in the preparation of the policy,
- Be seen as consistent with the workplace's objective of operating in an efficient and predictable manner,
- Be relevant to the workplace's real needs, not adopted from another workplace, and
- Be accepted, as equal in importance to the workplace's other policies.

What types of issues should the policy statement cover?

The policy statement should provide a clear indication of the agency's objectives and plans for loss prevention efforts for the agency. The following issues should be covered in the statement:

- Senior management's commitment to the establishment of a healthy and safe workplace and to the integration of health and safety into all workplace activities and processes
- The intention to treat basic safety and health legislation as a minimum standard rather than the maximum
- Responsibility of all personnel in maintaining a safe workplace
- Accountability of all levels of management for carrying out loss prevention responsibilities
- Commitment to provide adequate funds for correction of workplace hazards

Who should write the policy letter?

The best policy letters are specific to a workplace and not borrowed from or written by an outsider. An agency director may delegate the preparation of a policy letter to a staff member, such as the agency loss prevention coordinator; however the final written policy letter should reflect a true dedication and commitment of agency director and top level management towards the agency loss prevention efforts. The safety policy should be dated and signed by the agency director and, if possible, the executive management team members as well.

Sample Policy Letter

TO: All Department of (Agency) Employees

FROM: (Director)
Loss Prevention Committee Team Members (List)
Executive Staff Members (List)

SUBJECT: Loss Prevention Policy

The Department of (list agency) is committed to providing a safe and healthful work environment for all employees. The fundamental goal of our loss prevention program is to assure each member of our team knows and understands that their safety and health is paramount and that management will support safety and health programs throughout the agency. To achieve this goal it is imperative that all employees actively support the efforts of our agency loss prevention program.

Our agency has developed loss prevention policies and guidelines to assist us in achieving our goal of a safe and healthful working environment for all employees. It is important that each of you know what these policies are and how they apply to your work unit. Each employee is responsible for ensuring that they know the standards that apply and for complying with these requirements. Compliance with these standards is not voluntary, they are mandatory! Supervisors and managers are accountable for implementation and enforcement of safety and health policies.

Our agency has also formed a loss prevention committee that consists of (list members) to monitor the effectiveness of our agency loss prevention program. This committee will keep management informed on the effectiveness by monitoring accident and injury trends, performing spot compliance checks and through employee input. Employees are encouraged to make suggestions and recommendations on how we can improve or enhance our program. Contact the agency loss prevention coordinator, or any member of the agency loss prevention committee, if you have suggestions or recommendations on how to improve safety and health in your work unit.

Sample Policy

The (agency) is committed to providing the safest and healthiest possible environment for all its employees. The fundamental foal of the agency loss prevention program is to assure that loss, or the risk of loss, foes not prevent us from successfully carrying out the functions for which we are responsible. This means (agency) management will strive continually to identify and correct potential hazards employees may be exposed to.

The (agency) maintains that our best resource to help us meet this goal is the individual employee. It is the responsibility of all employees to follow all safety and loss prevention policies and procedures. We are committed to:

- Maintaining ongoing programs so that all employees clearly understand all facets of the loss prevention program, particularly those that affect them and their duties
- Establishing and maintaining communication with all employees to keep them aware of the safety and health factors of their jobs
- Maintaining an accident and injury reporting system to identify potential trends so that action can be taken to prevent recurrence

By accepting mutual responsibility to work safely, everyone at (agency) can contribute to the protection of property and to the well being of all employees.

Sample Policy

TO: All Employees
FROM: Director
SUBJECT: Loss Prevention

It is the responsibility of all employees to maintain a safe and healthful working environment. Increased employee safety and reduced property loss or damage help contribute to the overall effectiveness and efficiency of our operation and greatly add to the quality of service we can provide to the public.

I encourage each of you to actively participate and support the agency loss prevention program. If you see a potential hazard that may cause injury or property damage take action immediately to remedy the situation. This can be done by reporting the condition to your supervisor, or any member of management, so that action can be taken. Be aware of, and knowledgeable of, safety and health standards that apply to your workplace. Wear protective equipment that is provided to protect you from potential hazards in the workplace. Understand that compliance with standards is mandatory and employees may be held accountable for non-compliance.

To accomplish our mission we need every employee. The loss or injury of an employee due to a preventable work related injury is not acceptable and every effort will be made to ensure that it does not occur. All levels of management will be accountable for ensuring that loss prevention efforts throughout the agency are fully supported. Together we can be successful in ensuring that workplaces within (agency) are safe and healthful.