

LOSS PREVENTION POLICY STATEMENT

Program Element R2-10-206(A) and R2-10-207(1)

Each agency shall develop and implement an agency loss prevention policy statement that integrates loss prevention and safety policies into all agency activities.

A policy statement conveys the agency's level of commitment to health, safety and the control of risk exposure. The policy statement should be more than an outline of regulatory duties.

To be effective, a policy statement must be tailored to the operations of the agency, be seen as consistent with the agency's objectives of operating in an efficient and predictable manner, be relevant to the agency's real and potential risk exposures, and be accepted as equal in importance to the agency's other policy objectives.

Definition:	A Loss Prevention Policy Statement is a written document signed by the agency Director that communicates upper management support and commitment to the agency's Loss Prevention Program.
Why do I need a Loss Prevention Policy Statement?	A policy statement: <ul style="list-style-type: none">• Provides a clear indication of the agency's objectives and plans for occupational health and safety, environmental, and property protection• Sets the level of expectation for eliminating and reducing losses,• Helps promote an effective loss prevention program and• Indicates the degree of management's support to health and safety in the workplace
How do I know if this program applies to my agency and my specific job hazards?	Pursuant to R2-10-206(A) and R2-10-207(1) a Loss Prevention Program is required by all agencies, boards and commissions In addition, the Loss Prevention Policy Statement is an integral part of the program.

<p>What are the minimum required elements and/or best practices for a Loss Prevention Policy Statement?</p>	<p>Guidelines and Criteria: The development of an effective Loss Prevention Policy Statement should take the following items into consideration:</p> <ul style="list-style-type: none"> • Legislation is the minimum standard and as the State, we should strive to achieve a higher standard and continually improve • Management has the responsibility for implementing and enforcing health and safety policies and procedures • It is the responsibility of all personnel to maintain a safe workplace • The commitment to treat health and safety as a core management function • The commitment of necessary resources for achieving health and safety goals • The importance of protecting the health and safety of employees and others who may be affected by the agency's operations
<p>Are there any mandatory training requirements or best practices that should be developed by the agency?</p>	<p>There is no specific training required to develop and implement a Loss Prevention Policy Statement. The statement should be aligned with the agency's mission.</p>
<p>Are there specific requirements for documenting the program, training, etc...?</p>	<p>The Loss Prevention Policy Statement should be written and available to all employees. To ensure that employees are familiar with the agency's pledge to providing a safe and healthful work environment, the Loss Prevention Policy Statement should be conveyed as part of new employee orientation.</p> <p>For guidance on documentation and recordkeeping, refer to LP Element 207-3 Documentation and Recordkeeping of Employee Training.</p>

Are there any resources available that can assist me?

Yes. State Risk Management Loss Prevention Consultants can assist agencies in customizing the below template to address this requirement.

Risk Management has developed a [Loss Prevention Policy Statement template](#), which may be tailored to your agency's needs.