

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 be an ex-officio member of the agency’s loss prevention committee and report to the agency head on matters pertaining to administration of the loss prevention program and safety within the agency.* The loss prevention coordinator interprets and applies policies and procedures, chairs and coordinates the agency safety committee, reviews agency loss claims, and makes recommendations to prevent future losses. The loss prevention coordinator shall provide technical information to employees and agency management concerning Arizona Department of Safety and Health (ADOSH) and Arizona Department of Environmental Quality (ADEQ) requirements as well as Risk Management policies, procedures and the rules in this Chapter.”

Definition: The agency loss prevention coordinator is a management level or professional employee appointed by the head of an agency to assist in the development, implementation and coordination of an *agency specific* loss prevention program.

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Guidelines and Criteria:

This element of the rule requires that an agency appoint an employee as the agency loss prevention coordinator. An employee appointed to this position must be allotted ample time to adequately conduct the duties required by the position. A minimum compliance with this element of the rule will ensure the following:

- Appointment of a professional or management level employee by the agency director to the position of loss prevention coordinator
- A written job description for the loss prevention coordinator
- Coordinator access to top level management and support for the position at all levels of management
- Adequate resources, materials, training and time to carry out the duties of the position
- Loss Prevention program management responsibilities and standards specified in the employee’s performance and evaluation reports

Appointing an Agency Loss Prevention Coordinator

What should I consider when selecting someone for the position?

The success of your agency's loss prevention program hinges on the individual you choose. This person cannot succeed however, without your agency's full cooperation and support. Remember, even when you appoint someone as your loss prevention coordinator and delegate to that person the authority to manage your program, the ultimate responsibility for health and safety in your workplace still rests with the agency director and your management team.

How much time will be required by this position?

Many factors affect how much time will be required to perform the duties of the loss prevention coordinator. In smaller agencies, the coordinator function may be added to an existing position. In larger agencies, a full-time position may be required. Remember, this person will serve as the "eyes and ears" of your agency's management for all issues related to loss prevention.

Ideally, the person selected as the loss prevention coordinator will have a background in basic occupational safety and health (OSHA) requirements for general industry, hazardous waste and environmental protection (EPA), fire prevention and education and training experience.

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 is responsible for ensuring that applicable requirements are identified and for monitoring the implementation and effectiveness of the programs within the agency. *Supervisors and employees are responsible for the actual implementation of the requirements at the work unit level.*

Sample Loss Prevention Coordinator Job Description

- Evaluate agency work processes and procedures to determine applicability of Occupational Safety and Health (OSHA), Environmental Protection Agency (EPA) and National Fire Protection Association (NFPA) mandate requirements.
- Monitor agency loss experience for workers' compensation injuries, property damage, environmental claims, third party liability claims and vehicle accidents to identify trends and make recommendations to agency executive staff to prevent recurrence of similar claims.
- Provide technical assistance and information to employees and supervisors related to state and federal safety and health mandates.
- Identify safety and health training needs for the agency and develop and conduct training for supervisors and employees.
- Chair the agency safety committee.
- Ex-officio member of the agency loss prevention committee. Provide committee with current loss trends and recommendations and advise committee on all matters pertaining to loss prevention issues within the agency.
- Meet with supervisors and employees on hazard resolution, assist supervisors with conducting job hazard assessments and advise supervisors and employees on personal protective equipment requirements as applicable.
- Develop and implement an agency wide facility inspection program to identify potential safety hazards within the work environment. Monitor the effectiveness of the actions taken to abate identified hazards within the facilities or work practices throughout the agency.