

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 success of your agency’s loss prevention program hinges on the individual you choose. 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 management team.

Ideally, the person selected as the Loss Prevention Coordinator will have a background in basic occupational safety and health (OSHA) requirements, hazardous waste and environmental protection (EPA), fire prevention, and trainer 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. ***Supervisors and employees are responsible for the actual implementation of the requirements at the work unit level.***

Definition:	The Loss Prevention Coordinator is a managerial or professional level employee who is responsible for ensuring that potential loss exposures are identified, and for monitoring the implementation and effectiveness of applicable programs within the agency.
Why do I need this program element?	<p>The potential for loss exists in every activity and operation from office work, to driving vehicles, to serving customers. The extent of the loss potential depends largely on the exposures generated by agency functions.</p> <p>In order to eliminate or minimize exposure to loss, a comprehensive environmental, health and safety (EHS) program must be developed, implemented, and maintained throughout an agency.</p>

	<p>A Loss Prevention Coordinator serves to manage the overall program and acts as a technical advisor on regulatory requirements. Program management can be defined as managing multiple projects that are all related and working toward the same goal or result, which is to reduce loss and improve safety.</p>
<p>How do I know if this process applies to my agency and my specific job hazards?</p>	<p>Applicability of this loss prevention rule is one of the simplest to determine. As stated in the rule, “each agency” shall appoint an individual for this position; therefore, all agencies, boards and commissions must appoint a Loss Prevention Coordinator.</p>
<p>What are the minimum required elements and/or best practices for selecting a Loss Prevention Coordinator?</p>	<p>Guidelines and Criteria: The selection process should take into consideration the role and duties of the position including, but not limited to the following:</p> <ul style="list-style-type: none"> • Availability to complete functions of position • Level of communication skills to work with all levels of staff • Level of authority or access to authority • Ability to work individually • Organizational skills • Technical knowledge or ability to obtain technical knowledge
<p>Are there any mandatory training requirements that must be or best practices that should be developed by the agency?</p>	<p>The person selected as the Loss Prevention Coordinator should be proficient in the following codes and processes:</p> <ul style="list-style-type: none"> • Occupational Safety and Health (OSHA) • Environmental Protection Agency (EPA) • International Fire Code (IFC) • National Fire Protection Association (NFPA) • Ability to access, analyze and trend loss data • Ability to evaluate agency work processes and procedures • Identify safety and health training needs for the agency, and develop and conduct training for supervisors and employees

	<ul style="list-style-type: none"> • Chair of and ex-officio member of the agency loss prevention committee • Act as liaison between the agency and ADOA Risk Management • Monitor the effectiveness of abatement actions implemented for identified hazards within the facilities, or work practices throughout the agency • Develop and implement an agency-wide facility inspection program to identify potential safety hazards within the work environment
<p>Are there specific requirements for documenting the program, training, etc...?</p>	<p>Appointing a Loss Prevention Coordinator does not require a program, but does take some forethought as the responsibilities of the position. A well-written job position description should be developed to aid in the selection process.</p> <p>The agency should compose a formal “appointment letter” that will serve as the agency head’s official appointee selection. (see link below)</p> <p>All training should be documented either in paper format, electronic means or via HRIS/YES Portal.</p> <p>Program documents, training materials, and attendance rosters should be maintained in accordance with OSHA 1910.1200, OSHA 1910.1020, and the AZ Library, Archives and Public Records general retention schedules, LAPR - Retention Schedules.</p>
<p>Are there any resources available that can assist me in selecting a Loss Prevention Coordinator?</p>	<p>Yes. Risk Management has provided a Sample Loss Prevention Coordinator appointment letter and job description.</p>