

# LOSS PREVENTION COMMITTEE

## *Program Element*

**R2-10-206 C**

“Each agency 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”.

**Definition:** The agency loss prevention committee is composed of Agency Management personnel appointed to act on behalf of the Agency Director to monitor the Loss Prevention Program, review accidents and incidents and risk potentials and to make recommendations for action required to prevent or reduce loss.

### **Guidelines and Criteria:**

An agency loss prevention committee is made up of management level employee representatives of the organizational structure of an agency. The committee should be formulated with the idea that it exists to formulate solutions and assign responsibilities – not to assume the entire burden of developing, implementing and maintaining the agency loss prevention program.

Following are some of the requirements of the loss prevention committee:

- Personnel assigned to the committee have authority to assign responsibilities for corrective actions, develop policies and procedures and dedicate resources for required actions
- Duties and responsibilities of the committee must be clearly defined
- The committee must meet regularly; once a quarter is recommended. An agenda should be published in advance of the meeting and minutes taken
- The committee is charged with reviewing loss claims (injury reports, vehicle accidents, property loss and third party liability claims) and reviewing or recommending actions taken to prevent recurrence
- The committee must follow-up on action(s) taken to ensure they are adequate to prevent future losses or employee injuries

**Why must I have a Loss Prevention Committee within my agency?**

- The committee must monitor compliance with R2-10-108, Deductibles and Waivers to ensure:
  - a) The agency develops a response to Risk Management on all claims settlements or judgments approved for payment of \$ 150,000 or more. The plan must outline the cause(s) of the claim, actions taken or implemented to prevent recurrence of similar claims or losses, development of action steps and timelines for completion and the appointment of an agency liaison to work with Risk Management for all matters relating to the claim or loss.

**Other Suggested Committee Actions:**

- Establish agency-specific loss prevention goals and benchmarks to measure the success of the program.
- Review the results of internal inspections to ensure timely and adequate actions are taken on identified hazards.

The Loss Prevention Committee is an essential part of an agency loss prevention program. The committee can help ensure that you are kept informed on the status of your loss prevention program and that adequate resources are dedicated to support the program mission.

**Who are some of the recommended members of a loss prevention committee?**

It is suggested that an agency loss prevention committee include some of the following individuals, each of whom can contribute a unique perspective based on their experience and expertise:

- **Loss Prevention Coordinator**  
The agency loss prevention coordinator is an ex-officio member of the loss prevention committee. Normally, the loss prevention coordinator will be responsible for ensuring that there is an agenda for the meeting, developing and presenting loss claims and trend analysis, presenting findings of safety inspections conducted and making recommendations on corrective actions and for bringing special interest topics to the committee's attention.
- **Members of Executive Staff or Management Team**  
These members are crucial to the committee. They should have the authority to assign resources for loss prevention efforts.

**How often should the committee meet?**

- **Human Resource Manager**

Occasionally loss prevention efforts will overlap into the human resource area. It may be matters concerning confidentiality issues, record retention and early return to work programs or issues that need the involvement of the human resource manager.

- **Agency Deputy Director or Chief Executive Officer**

Normally, this individual will chair the meeting and make decisions on policy matters, dedication of resources needed for loss prevention issues and keep the agency committee focused.

Others that may be included: Fiscal Services Manager, Security Chief, Facilities Manager and employee representatives (non-voting members).

Committee meetings should be held at least quarterly but no less than semi-annually.