



## **RISK MANAGEMENT AND LOSS CONTROL**

### **1. POLICY**

To preserve safety in the workplace and minimize the frequency and severity of losses, the County has committed to a very aggressive safety and loss control program. It is comprised of committees, special programs, special training, and a commitment to safety in the workplace and the public in general. The following will provide some insight to the functions of each component of the safety and risk management program.

### **2. SAFETY COMMITTEE**

The County Safety Committee has been developed to assist the Risk Management Director in relaying valuable legislative and regulatory information relating to safety to all departments within the County. The Committee is composed of representatives selected by their director, which gather information discussed at the meeting, and disseminate that information to all department employees.

### **3. SAFETY ORIENTATION AND TRAINING PROGRAM**

- 3.1. Each department will develop a safety orientation and training program for their new hires and present employees. This training will better assimilate new hires into County employment, specifically addressing safety and health hazards found in respective departments or work areas, and the protection from those hazards. The training program will provide ongoing required safety training for all employees.
- 3.2. The training program does not have to be an all encompassing, in-depth procedure. New employees should only be trained to the hazards they may encounter within the scope of their job tasks.
- 3.3. To assist supervisors in the training requirements, a Safety Training Record has been developed in orienting new employees. The checklist can also be used to reinforce safe work habits to existing staff. A copy of the checklist has been placed at the end of the Safety Training Requirements chapter.

**3.3.1. Employee Safety Training Record**

- 3.3.1.1. The Employee Safety Training Record should be used to orient all new employees. The new employee and the supervisor will sign it.
- 3.3.1.2. The original copy of the checklist will be kept in the department and a copy sent to the Human Resources Department to be filed in the employee's personnel file.
- 3.3.1.3. The supervisor will thoroughly instruct each employee in the safety requirements of the job. This checklist provides guidance in areas to discuss; however, the safety instruction should be specific to the employee's job.

**4. SAFETY EQUIPMENT**

- 4.1. It is the County's intent to make available all necessary personal protective equipment required in performing routine operations and for specific positions. Those items include, but are not limited to:

- Rain Gear
- Gloves
- Boots
- Protective Headgear
- Eye Protection
- Hearing Protection
- Visibility Vests
- Gas Monitoring Devices
- Welding Clothing and Shields
- Breathing Apparatus
- Protective Clothing
- Special Application Tools

- 4.2. Supervision in each county department will determine what personal protective equipment is needed within the tasks performed by employees of that department through work study and hazard analysis.
- 4.3. Requests for needed equipment not immediately available should be directed to the supervisor. Failure to use available personal protective equipment is the employee's responsibility and may be cause for disciplinary action by the supervisor according to department and personnel policies.

**5. ADDITIONAL SAFETY EQUIPMENT**

Other protective equipment is provided in order to protect employees from unnecessary exposures. This includes barricades, cones, warning signs, warning lights and many other specialty items. Consult with a supervisor or the Risk

Management Director for more information. The supervisor and employee share equal responsibility in providing and using required safety equipment deemed necessary for employee and public safety.

**6. RESPONSIBILITY FOR EMPLOYEE'S PERSONAL PROPERTY**

- 6.1. The County assumes no responsibility for personal property belonging to employees when kept or left on County premises or in County-owned vehicles unless such property is required to perform job related duties. Personal items of County employees such as radios, clocks, pictures and desk ornaments are examples of items for which the County will assume no responsibility for loss.
- 6.2. Occasionally, employees will be authorized or in some cases required to use personal equipment in the performance of their duties, but the County will assume no responsibility for loss or damage to the property unless the personal equipment use is authorized by the Director in writing in advance of any loss with copy on file with the Risk Management Director.

**7. CLAIMS MANAGEMENT**

**7.1. Notification and Reporting of Claims**

- 7.1.1. All claims against Okaloosa County, or involving losses or damage to property, should be reported to Risk Management. The Risk Management Office will in turn notify the insurance carrier if required and assist in the investigation of all claims.
- 7.1.2. The Risk Management Director should be notified of any accident involving County vehicles with bodily injury or property damage.
- 7.1.3. The Risk Management Director shall ascertain that all reports and investigations regarding accidents are properly completed and submitted.

**8. FACILITY INSPECTIONS**

- 8.1. Facility inspections will be conducted periodically throughout the County as directed by the County Risk Management Director.
- 8.2. The County Risk Management Director will work closely with the Facilities Maintenance Director to ensure any discrepancies from the inspections are promptly addressed and corrected. For those discrepancies that require time to order parts or complete another project, the Facilities Maintenance Director will provide adequate protection for employees and the visiting public until the discrepancy is repaired, replaced or removed.
- 8.3. Directors will continue to be responsible for the safety of the work areas within their control and notify the Facilities Maintenance Director or the Risk Management Director of all safety hazards that develop.