

SAFETY AND LOSS PREVENTION

Loss Control Audits

At an agency's request, the Office of Risk Management will conduct a loss control audit. These audits are designed to assist in the identification of exposures to property, liability, or workers' compensation losses and provide corrective actions to minimize these losses. In addition to a walk-through of agency facilities, the audits consist of:

- ◆ An examination of policies and procedures to ascertain that they are current, communicated, necessary and followed;
- ◆ A review of employee training efforts to determine if training needs have been identified and addressed and training is documented;
- ◆ A sample review of contracts to ensure appropriate risk management language is utilized;
- ◆ An evaluation of fire and life safety practices including but not limited to proper storage practices, fire extinguisher placement and handling, fire detection system inspections, evacuation procedures, fire drills, etc.;
- ◆ An evaluation of the handling, labeling, storage, and disposal of hazardous materials;
- ◆ Determination that personal protective equipment is provided, used and properly maintained where appropriate;
- ◆ Identification and elimination of unsafe work conditions and practices.

Upon completion of the audit, the agency administration is furnished a written report of findings and recommendations to address exposures.

Risk Management Contacts

Each agency and institution has appointed a risk management contact who reports directly to the agency head. This person serves as a liaison between the agency/institution and the Office of Risk Management. Responsibilities include:

- ◆ Ensuring accidents, incidents, unsafe conditions, claims (potential and actual) and lawsuits (potential and actual) are appropriately handled;
- ◆ Assisting in the identification of workers' compensation, property and liability loss exposures within the agency or institution and the implementation of corrective actions;

- ◆ Overseeing the agency and institution loss control committee to ensure its duties and responsibilities are performed;
- ◆ Regularly reviewing risk management related policies and procedures to ascertain that they are necessary, relevant, communicated and followed;
- ◆ Providing risk management technical assistance and training as necessary.

The risk management contact person is responsible for providing a written response to risk management audits conducted by the Office of Risk Management, identifying which audit recommendations outlined in the Loss Control Activities Findings and Recommendations section have been implemented and establishing a timeline for those yet to be implemented. The written response must be submitted within thirty days after the audit report has been received.

Loss Control Committees

Each state agency and institution is to have an active loss control committee as mandated by the Governor. The committee, which should be comprised of a cross-section of agency employees, has the following responsibilities:

- ◆ Develop a loss control and safety policy appropriate to the agency or institution and ensure that the policy is communicated to all employees within the department;
- ◆ Review liability and workers' compensation losses to identify trends and determine appropriate courses of action to reduce future losses;
- ◆ Periodically inspect agency facilities to ensure that all employees are complying with established loss control and safety practices and to identify and correct hazardous conditions;
- ◆ Determine loss control and safety related training needs and ensure necessary training is accomplished;
- ◆ Assist in the development of loss control and safety orientation programs for new employees;
- ◆ Assist in the review of the agency's policies and procedures manual to ensure it remains current and that documentation practices are in effect which provide written evidence that policies and procedures are followed;
- ◆ Ensure that personal protective equipment needs are met;

- ◆ Meet on at least a quarterly basis or as needed. Minutes of each meeting should be kept on file for three years, with an annual report of committee activities sent to the Office of Risk Management.

Risk Management Training

Seminars:

State agencies may provide the following seminars to its employees by contacting the Office of Risk Management:

- ◆ *Employee Liability and PEPL Seminar*- A one hour seminar that explains employee liability, how the State addresses it and the liability coverage included in the Agreement between the State and PEPL.
- ◆ *Management's Responsibility for Risk Control Programs*- A two to four hour seminar that is designed for management and supervisory personnel. It addresses the objectives and elements of a risk control program, including risk management techniques, job safety analysis, facility audits, management's responsibilities in risk control programs, and how management can meet those responsibilities, including major targets for loss control and program elements to fulfill the loss control management function.
- ◆ *Workplace Safety Seminar*- A one-hour seminar designed to communicate the concept of risk management and loss control as the opportunity and responsibility of the individual state employee. This seminar is tailored to address specific agency requirements. We discuss: workplace ergonomics (proper workstation set-up); handling of hazardous materials; proper use of personal protective equipment; proper equipment use; methods of identifying and reporting accidents, incidents and unsafe conditions; causes and costs of accidents; and the function of loss control committees.

With its own staff and available contract resources, the Office of Risk Management can provide additional training seminars. State agencies having needs for training in matters relating to risk management should contact the Office of Risk Management for assistance in training program design.

Ergonomic Workstation Evaluations:

The Office of Risk Management has trained individuals to conduct workstation evaluations. These evaluations assist employees in proper workstation setup to prevent repetitive stress injuries and reduce subsequent workers' compensation claims.

Employees who would like to have their workstation evaluated should contact their risk management contact or the Office of Risk Management.

State Government Risk Management Training Videos:

The Public Entity Pool for Liability has produced the following videos to assist in training state employees on their liability coverage and risk management topics:

- ◆ *The Public Entity Pool for Liability*- This 17 minute presentation will ensure your employees understand the liability to which they are exposed; the extent of liability coverage afforded them by the PEPL Fund; steps they can take to mitigate damages resulting from liability exposures, including proper accident reporting procedures; and what to expect if named in a lawsuit. This videotape is part of a presentation kit which includes handouts of relevant definitions, as well as a PEPL Fund coverage document.
- ◆ *Risk Management in South Dakota State Government*- This 11 minute presentation defines risk management, explains the costs and consequences of accidents, and outlines the risk management responsibilities of state employees and the services provided by the Office of Risk Management.
- ◆ *Risk Management in South Dakota State Physical Plant Operations*- The first half of this 30 minute video looks at loss exposures physical plant employees face every day. Issues include special events, confined spaces, exposure to electrical and moving mechanical parts, power equipment and machinery, chemicals, and bloodborne pathogens. The second half of the video discusses risk management techniques to reduce these exposures. Issues include emergency procedures, fire safety, knowing and following policies and procedures, documented loss control training and inspections, and proper reporting of accidents, incidents and unsafe conditions.
- ◆ *Working with Inmates*-This video provides state employees and municipalities with do's and don'ts when working with inmates.
- ◆ *Risk Management at the Buffalo Roundup and Auction*-This video will provide safety tips to all participants of the roundup.
- ◆ *Risk Management in South Dakota's State Parks and Recreation Areas*-This video is designed to increase awareness in the practice of risk management in our state park system. It identifies exposures, shows examples of safe practices, and how to deal with accidents, incidents and unsafe conditions.

- ◆ *Risk Management at the South Dakota State Fair*-This video will assist those employees working the state fair to recognize and manage risk while conducting their daily operations.

These videos may be obtained by contacting the Office of Risk Management.

Unsafe Condition Reporting

If you become aware of an unsafe condition that you or your supervisor are not able to remedy, report the condition using the Report of Accident, Incident, Unsafe Condition (Exhibit D). Forward a copy of the report to your supervisor or to your agency's Risk Management Contact for transmittal to the Office of Risk Management. Anonymous reports of unsafe conditions will also be accepted and addressed by the Office of Risk Management.