

## WORKPLACE SAFETY AND LIABILITY LOSSES

### Policy ES-08

#### PURPOSE

The Governor's Office in cooperation with the Risk Management Office developed this policy in order to contain workers' compensation and liability costs. Not only do State employees deserve a safe work environment, but State government has a responsibility to the taxpayers to keep workers' compensation and liability costs down.

#### POLICY REQUIREMENTS

A renewed commitment to effective risk management within state government is requested, and each agency is required to do the following:

- . Appoint a person at each agency and at each institution under each agency who reports directly to the agency head and understands the commitment to risk management. It is critical that this person's role as risk management contact is known by all employees within the agency or institution. The risk management contact responsibilities are found on pages 6-1 and 6-2 of the Risk Management Manual. The name of the agency contact person should be provided to the Office of Risk Management.
- Establish a loss control committee that reports to the agency risk management contact person within the respective agency. This committee will assist in identifying and addressing workplace and liability hazards. Duties and responsibilities of the committee are found on pages 6-2 and 6.3 of the Risk Management Manual. Instruct the agency loss control committee to review the agency's workers' compensation and liability losses immediately to determine where the agency or institution needs improvement. Upon making that determination, implement the necessary solutions to reduce costs. Consult the Office of Risk Management for loss reduction solutions.
- Review all policies, procedures, rules, and regulations. Ensure that the agency's policies and procedures, rules and regulations are necessary, current, communicated to employees, and followed. Eliminate unnecessary and outdated policies, procedures, rules, and regulations.

#### POLICY INDEX

<b>Scope:</b>	Statewide
<b>Replaces Policy:</b>	ES-96-12
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<b>Office of Primary Responsibility:</b>	Office of Risk Management

#### REVISION LOG

August 2008	Editorial revisions
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