

<p>Supersedes: Safety & Risk Management Policies & Procedures Manual, 1989, paragraph 3.50.10—3.50.60, 6/89. See Also: POL 4.000, paragraph 1, bullet #6.</p>	<p>Risk Management & Safety</p> <p>Loss Prevention / Safety Inspection</p> <p>POLICY 4.600</p>	<p>Effective Date: July 11th, 2005</p> <p>Statutory Authority: WAC 296-800-14020/25</p> <p>Approved by: BOCC Resolution: # <u>05-193</u>, July 11th, 2005</p>
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Loss Prevention / Safety Inspection

Loss prevention / safety programs are an important, front end, effort of the risk management process. For the sake of a definition: Loss prevention is a technical risk management term used to describe “any measure that reduces the probability or frequency of a particular loss.” (A loss includes injury or damage but, typically, is defined more broadly.) A safety program is one part of the loss prevention effort. “Generally, a loss prevention measure is an action taken before a loss occurs to break the sequence of events that leads to the loss.” These loss prevention measures apply to personnel, property, liability, and net income losses—as result of an accident.¹

This can be achieved by providing management a source of consultation and guidance. Routine inspection, evaluation, and correction of hazardous conditions and / or practices in the workplace are vital to reducing loss. Loss prevention is also implemented by evaluating the circumstance involving incidents that do occur, changing job practices, retraining and redirecting employees, and improving the process for the future. It is the responsibility of management, supervisors, and employees to evaluate the work environment to reduce the hazards and / or practices, which cause losses. This policy provides minimum expectations for a loss prevention / safety inspection program.

Elected officials who do not choose to utilize this policy may publish their own policy regarding this subject. Elected official’s policy should be reviewed by the prosecutor for legal implications and updated, as required. For such policy to satisfy and serve in place of this policy, a copy of such policy must be provided to Risk Management and any other impacted operations (such as County Employee Safety Committee), as they must be aware of any policy variations regarding loss prevention / safety practices.

1. Risk Management will provide, upon request, consultation, guidance, and loss prevention inspections.

- The following are subject to inspection, for limited purposes (related to risk and safety), by Risk Management staff or authorized inspectors without notice:
 - All County-owned vehicles.
 - All County-owned equipment.
 - All County-owned facilities.
 - All County issued equipment.
 - All space, equipment, and facilities leased by the County from private vendors for the purpose of conducting county business.
 - Any County workplace or worksite, including those worksites, which are contracted out to private vendors.

¹ George L. Head, PhD. *Essentials of Risk Control, Volume I*, Insurance Institute of America, 3rd Edition, 1995, p. 20-21.
Risk Management and Safety Manual, Loss Prevention / Safety Inspection, POL 4.600 Page 1 of 6

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- Management, supervisors, or designated personnel will assist in the inspection process. Other government inspectors will be asked to provide identification when asking to inspect county operations or facilities. Supervisors will make employees available to the inspector, and employees will be permitted to talk in private with the inspector. Supervisors will provide necessary assistance to the inspector. Supervisor will take any available corrective action (a measure that reduces or prevents an unsafe practice or hazard) at time of inspection and document any information during the inspection and / or exit interview. The supervisor’s inspection documentation will be forwarded to the elected official / director. Elected officials / directors will provide a written reply to Risk Management outlining expected corrective action for any internal or outside inspection.
 - Inspection results and / or citations will be documented and forwarded, to the appropriate elected official and / or director, with a copy to the Risk Manager. Elected officials / directors are asked to provide Risk Management a copy of the written reply / appeal to any outside inspector. Risk Management will, upon request, provide consultation and assistance in formulating the reply or appeal to the outside agency. Any fines assessed by a government agency will be paid by the office / department involved.
2. **Elected officials / directors shall ensure that each work location is inspected at least annually, documenting that inspection by using attached or similar checklists (checklist may be modified to meet individual office need) and take necessary corrective action to limit potential for losses.**
 3. **Employees and the County Employee Safety Committee are encouraged to take an active role in identification, reduction, mitigation and / or elimination of hazards and unsafe practices. Any hazards and / or unsafe practices, identified by employees, will be addressed to the supervisor. If after meeting with the supervisor an employee believes hazards and / or safety issues still exist they should document the matter and the efforts with the supervisor and submit their concerns to:**
 - the Employee Safety Committee, who will contact the supervisor. If concern is unable to be resolved the matter will be documented and submitted to the,
 - appropriate elected official / director. If resolved, a copy of the resolution will be forwarded back to the Employee Safety Committee, the employee (if applicable), and Risk Management. If issue is not resolved, either the employee, elected official / director, or the Employee Safety Committee may submit the matter to the,
 - Board of County Commissioners (BOCC). The BOCC, with the advise and assistance of Risk Management, will review the documented matter or direct a

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further investigation, as deemed appropriate, and provide a written reply to the director and the Employee Safety Committee.

4. The Board of County Commissioners (BOCC) has the authority to instruct departments, under their control, to resolve reported and unresolved hazards or unsafe practices. Risk Management, at the direction of the BOCC, will work with elected officials to identify solutions to reported hazards and unsafe practices.

- The BOCC will review all recommendations submitted by the elected official / director. After review, the BOCC will make final decision involving matters under control of the BOCC.
- Directed / Negotiated solutions will be documented and returned to the employee, County Employee Safety Committee, elected official / director, and Risk Management for information or action.

Office / Area Safety Inspection Checklist—(page 1 of 3)

POL 4.600, Loss Prevention / Safety Inspection

Date Inspected:	Inspected By:
Office/Dept:	Location:

S Satisfactory

N Needs Improvement

Status	Description	Corrective Action Needed	Date Corrected
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WALKING SURFACES, STAIRWAYS

	Are aisles correctly established and clear?		
	Are trip hazards eliminated?		
	Are entrance mats used in wet weather?		
	Are (electrical) cords properly used and secured (no trip hazards)?		
	Are floors dry, not slippery-carpet secure, free of tears?		
	Is there adequate lighting in stairways?		
	Are stairways clear, not cluttered?		
	Is stair tread in good condition?		
	Are handrails installed and in good condition?		

FIRE EXTINGUISHERS, EMERGENCY EXITS, FIRST AID

	Are fire extinguishers accessible and fully charged?		
	Are emergency exit doors clearly marked/accessible?		
	Is medic first aid trained staff available every shift?		
	Are emergency phone numbers available?		
	Are first aid supplies readily accessible?		

BOOKCASES, SHELVES, CABINETS

	Are shelves monitored for overloading?		
	Are file drawers closed when not in use?		
	Are bookcases & cabinets secured from tipping?		

ELECTRICAL EQUIPMENT, CHAIRS, TOOLS, CHEMICALS, AIR MOVEMENT

	Are electrical outlets not overloaded?		
	Is electrical equipment properly grounded?		
	Are electrical cords & plugs in good condition?		
	Are extension cords used for permanent wiring?		
	Are chairs in good mechanical condition?		
	Are paper cutters equipped with guard functioning?		
	Are paper shredders guarded?		
	Are electrical panels unobstructed?		
	Are chemical products used and stored properly?		
	Are MSDS notebook/file easily accessible for all shifts?		
	Are vents and air movement unobstructed?		

Office / Area Safety Inspection Checklist (page 2 of 3)

POL 4.600, Loss Prevention / Safety Inspection

S Satisfactory N Needs Improvement

Status	Description	Corrective Action Needed	Date Corrected
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GENERAL/HOUSEKEEPING

	Are required safety/health posters in common area?		
	Is safety & health committee member assigned?		
	Is employee training documented and filed in office?		
	Are offices clean and orderly?		
	Are walkways clear of obstacles?		
	Are chemical inventory lists/MSDS easily accessible?		
	Are exits clearly marked?		
	Are trip hazards eliminated?		

ERGONOMICS

	Are seat depths on chairs between 15-17 inches?		
	Are backrests adjustable with lower back support?		
	Are keyboard surfaces adjustable?		
	Is the monitor at least 18" inches away from the eyes?		
	Does monitor support allow for adjustments?		
	Can the mouse be used without extension of the arm, thereby placing strain on the shoulder?		
	Can the monitor be viewed by looking straight ahead?		
	Is the keyboard located so that the wrists are in a neutral posture (not bent up, down or to the side) while typing?		

S Satisfactory

N Needs Improvement

Details and comments regarding corrections should be documented below/next page (by area of inspection).

OFFICE AREA SAFETY CORRECTIONS

WALKING SURFACE, STAIRWAYS

Corrections Made / Needed

Date

(continued on next page)

Office / Area Safety Inspection Checklist (page 3 of 3)

POL 4.600, Loss Prevention / Safety Inspection

FIRE EXTINGUISHERS, EMERGENCY EXITS, FIRST AID

Corrections Made / Needed

Date

BOOKCASES, SHELVES, CABINETS

Corrections Made / Needed

Date

ELECTRICAL EQUIPMENT, CHAIRS, TOOLS, CHEMICALS, AIR MOVEMENT

Corrections Made / Needed

Date

GENERAL/HOUSEKEEPING

Corrections Made / Needed

Date

ERGONOMICS

Corrections Made / Needed

Date