

1. EMPLOYEE EDUCATION & TRAINING

There are a variety of risk exposures to state employees and state entities. Efforts to improve loss control programs will require training and education on the applicable program components.

Requirements

- Each entity covered by a state insurance program will establish a written policy for the training and education of its employees on:
 - The types and levels of state insurance coverage.
 - Relevant risk management and loss control topics.
 - Other topics specific to the operation of the state entity.
- It shall be an annual requirement that every employee complete at least three training topics including safety, loss control efforts, and applicable state insurance programs.
- All employees must sign a form acknowledging they have been informed of coverage and/or safety/loss control issues provided in the seminar or video.
- DOAS will establish a listing of available training materials, especially risk management and loss control materials. This listing may also include materials provided by other state agencies, vendors or other providers. Agencies are encouraged to share available materials with other agencies.

Penalty

- **Failure to participate will result in classification as a non-participant in the DOAS Comprehensive Loss Control Program.**

2. EMPLOYEE ACCIDENT PREVENTION PROGRAMS

Most injuries to employees are preventable. Through the creation of systems (policies, procedures, standard practices), hazards and risks can be identified and controlled.

Requirements

- Each state entity covered by the state insurance program will establish and maintain safety-related programs aimed at reducing and eliminating identified hazards to employees. DOAS RMS will provide additional direction and tools to assist with this process.
 - These programs should follow a consistent format provided by DOAS, be easily understandable, and be distributed throughout the state agency.
 - Specific programs should draw guidance from nationally recognized standards of best practice such as OSHA regulations, ANSI standards, ISO, Compressed Gas Association, JCAHO, etc., as appropriate to the operation.
- **Failure to participate will result in classification as a non-participant in the DOAS Comprehensive Loss Control Program.**







7. AUTO LIABILITY AND PHYSICAL DAMAGE

Employees who drive on State business regardless of vehicle ownership (state, personal, rented, leased) are covered for damages caused while operating the vehicle. This program also covers nonprofit agencies and their employees, which agencies have contracted with the Department of Juvenile Justice, the Department of Transportation, or the Department of Human Resources to furnish certain services.

Requirements

Covered entities will establish the following:

- o **Motor Vehicle Use Policy** - Entities with covered drivers should establish a written policy with language24 -1.217 Td[gl17 [gl17 ¶ddress

8. FLEET MANAGEMENT

Entities with state owned vehicles are expected to be good stewards of state property. DOAS has contracted with Automotive Resources Inc. (ARI) to monitor vehicles for preventive maintenance, provide resources for vehicle repairs including routine replacement of tires and batteries as well as the repair of accident damage. Agencies utilizing ARI for these services gain the benefit of having the maintenance and repair data for their vehicle fleet automatically entered into the Fleet Management System.

Requirements

Entities will be provided two options:

- Join **ARI**
- Establish and maintain a program that conforms to the Fleet Management System powered by Maximo by which the actual cost of owning and operating state vehicles can be determined. DOAS will provide information on the basic data to be collected and entered into the Fleet Management System by each agency or university opting not to use ARI's services.

Incentives

- ◆ The vendor will give volume price breaks for increasing numbers of vehicles registered in the program.
- ◆ The vendor has nationwide contracts for parts and repairs that are equal to or better than current statewide contracts.
- ◆ Entities that participate in the Fleet Management and Auto Liability programs will not be charged a deductible for Automotive Physical Damage (APD) claims.

Penalty

