COMPREHENSIVE LOSS CONTROL PROGRAM

OVERVIEW

Risk Management Services
Department of Administrative Services
FY2009

COMPREHENSIVE LOSS CONTROL PROGRAM

Implementation Summary

To achieve organizational changes, consistent methods are needed to ensure standards of best practice are employed in all operations. The Comprehensive Loss Control Program (CLCP) provides detailed information on eight simple programs (pg. 4) that can significantly impact the systems and processes associated with our operations.

Phase 1 - FY 2009

Covered state agencies will be given the plan including the eight loss control programs. Each agency will conduct an evaluation of their operations to determine which of the eight programs apply to their operations. Each agency will be asked to sign an agreement to implement those programs that apply. They will also be asked to develop action plans and implementation strategies for programs that are needed or demonstrate that a program is already in place. The DOASplta alr trae t t LCPracondu(D4 0 Td [(T)3(h)-.)4o r.u-.0.00fiTw -42.8Tc 0(

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Program Components

The CLCP is eight basic programs to be customized for each entity's operational risks. The first four are common to all covered state entities, while the last four are dependent upon the operation performed. Each covered entity must develop a written, specific and comprehensive Loss Control Plan that establishes systems (policies, procedures, practices) to effectively control identified risk exposures. Each entity will identify the individuals designated to verify compliance with the applicable programs. DOAS will partner with the entity to assist with implementation, benchmarking, and measurement.

1. **Employee Education and Training –** Given the variety of risk exposures to employees of covered entities, training and education will improve loss control programs. Each entity must establish a written policy for the broadcast of training material to all covered individuals and the verification of compliance thereof. This material will include information on the types and extents of insurance coverage available and other loss control topics. DOAS will make training materials available and will direct entities to other sources.

2. **Employee Accident Prevention Plan -** Most injuries to employees are preventable. Each participating entity will create systemo.