

CITY OF GRAND PRAIRIE

HUMAN RESOURCES POLICIES AND PROCEDURES

Section D: **RISK MANAGEMENT**
No. 01 **Departmental Loss Control Programs**
Revised and Approved: **04/08/2022**

1.0 Purpose:

- 1.1 The purpose of this policy is to provide program guidance to ensure that all departmental loss control programs contain certain basic elements.

2.0 Scope:

- 2.1 All Departments.

3.0 Policy:

- 3.1 Department Managers are responsible for controlling and minimizing losses by developing departmental programs which will provide, so far as possible, a safe and healthful work environment for all employees and take proactive measures to reduce and minimize losses within Departments.

4.0 Guidelines:

- 4.1 The City has established the Risk Management Oversight Team (RMOT) to review city-wide risk related items, losses and risks, including but not limited to: liability, property, workers compensation, insurance on properties, claims, and risk trends. The RMOT may make recommendations or follow-up with departments as needed to address any risk related issues that arise and need response.
 - a. The RMOT members consist of staff from the City Manager's Office, City Attorney's Office, Human Resources, Finance, and the City's Risk Consultant. Additional representation may be added, if needed and appropriate.
 - b. The RMOT meets quarterly, or at any other frequency as deemed appropriate, and may request special review of items with departments as needed to address risks that arise and to track risk remediation efforts as needed.
- 4.2 City Departments are expected to manage losses within their divisions to ensure property, auto and staff injuries/incidents are minimal and efficiently addressed when patterns or issues arise. Generally, departments should:
 - a. Ensure safety is a communicated and practiced priority into all job duties.
 - b. Promptly assess staff injuries, property damage and vehicle incidents. Ensure that corrective action is taken, as needed, to address patterns or to prevent/minimize losses from recurring.
 - c. Develop procedures and equipment to allow for first aid treatment if deemed necessary in the division.
 - d. Provide or coordinate training as needed on safety related items for staff; and
 - e. Ensure that procedures under the city's Hazardous Communication Program Policy, D-7 are followed per federal law.
- 4.3 Training and Safety Committees:
 - a. Larger departments are encouraged to develop safety committees or review boards to coordinate staff safety training, review accidents or injuries, provide recommendations for improvement of safety equipment, and/or to consider any recommended corrective action/discipline to the chain of command, as applicable.
 - b. The Human Resources Department and City Attorney's Office will provide assistance as needed for reports, training, or other options as applicable to help departments in their review and reduction of losses.

5.0 Appendices

None