



Loss Control Report

City of USA

Complete

Member Name

City of USA

Conducted by

Loss Control Representative

Member Contact

Safety Coordinator

Member Contact Email

E-mail

Others Present

None

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Risk Management Review

Insurance Carrier Membership

Visit conducted for

AMIC & MWCF

Number of Employees

Full Time

?

Part Time

?

Employee Safety

Do you have a written Safety Manual or detailed Safety Policy?

Yes

Do you issue a Safety Manual or Policy to all employees and have them sign stating they have read it and understand it?

Yes

Do you conduct regular Safety Meetings?

No

Do you issue necessary PPE to all employees?

Yes

Do you offer Hepatitis B Vaccinations to employees with potential for exposure?

Yes

Do you have a Safety Recognition Program?

No

Training

Have you used our Safety Video Library or an equivalent recently?

Yes

Have you used our Online Training System or an equivalent recently?

Yes

Have you sent any employees through our Skid Car training or an equivalent recently?

Yes

Do you have a documented Safety Orientation session for newly hired employees?

Yes

Do you have employees trained in CPR and First Aid?

Yes

Do you have employees trained in Confined Space Entry?

N/A

Do you have employees trained in Trenching & Shoring?

N/A

Policies and Procedures

| | |
|--------------------------------------------------------------------|-----|
| Do you have an Employee Handbook or detailed written policies? | Yes |
| Do you issue the Employee Handbook to ALL employees? | Yes |
| Does the employee sign for their Employee Handbook? | Yes |
| Do you have a written Sexual Harassment policy? | Yes |
| Do you conduct periodic training on your Sexual Harassment policy? | Yes |
| Do you have a written Progressive Disciplinary Procedure? | Yes |
| Do you perform Pre-Employment Physicals? | Yes |
| Do you have a Light Duty Return to Work program? | Yes |
| Do you investigate all accidents? | No |
| Do you counsel employees with multiple accidents? | No |
| Do you use volunteers on a regular basis? | Yes |
| Are volunteers required to sign a hold harmless agreement? | No |

Motor Vehicles

| | |
|------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Do you own or operate motor vehicles? | Yes |
| Do you perform documented inspections and maintenance on your motor vehicles? | Yes |
| Do you have a written Seat Belt policy? | Yes |
| Do you have a written policy regarding the usage of Mobile Devices while driving? | Yes |
| Do you have a policy prohibiting the loaning out of vehicles or equipment? | Yes |
| Do you have a policy that prohibits non-employees from riding in municipal vehicles unless they are there on related municipal business? | Yes |
| Do you require volunteer fire fighters to be 21 years of age or older to drive emergency vehicles? | Yes |

Do you check Motor Vehicle Records (MVR) on the drivers of your vehicles?

Yes

Do you check MVRs on newly hired employees?

Yes

Do you check MVRs on all employees at least every three years?

Yes

Do you have a policy that explains what is an Acceptable Driving Record?

Yes

Do you have any 15 passenger vans that provide public transportation?

Yes

Are drivers required to pass a medical exam prior to being allowed to drive these vans?

No

Are drivers trained in wheelchair loading, unloading, and proper securing techniques?

No

Contracts and Subcontractors

Do you require subcontractors to have their own Workers Comp insurance and/or add them to your Workers Comp coverage?

Yes

Do subcontractors add you as an Additional Insured on their liability policy and/or sign an Indemnification and Hold Harmless Agreement?

Yes

Are you aware that AMIC will review any contracts before signing them for insurance implications?

Yes

Workers Comp Discounts

Did you enroll in the Employment Injury Triage Program?

MWCF Members Only

Do you have a Medical Protocol on record?

MWCF Members Only

Do you have an approved Post Accident Drug Testing policy on record?

MWCF Members Only

Please remember that all Municipal Workers Compensation Fund (MWCF) members adopting these programs will receive a three percent discount per program. As an added incentive to adopt these programs, by adopting all three programs you will become eligible to receive an additional one percent discount. That would mean a full 10% discount on your workers compensation premium. If you have any questions regarding coverage offered by MWCF, please contact Terry Young at Millennium Risk Managers (MRM) who are the Third Party Administrators for the Fund at 1-888-736-0210.

Risk Management Award

Last year you received the following award:

None

Did you receive the President's Award last year?

No

Additional recommendations

Property Walkthrough

NOTE: The answers below only apply to the selected property or equipment viewed by the loss control rep on this date and in no way implies this or any other property or equipment is free of all hazards.

General Municipal Buildings

| | |
|-------------------------------------------------------------------------------------------------|----------|
| Do you inspect your property for safety hazards and/or liability exposures? | Yes |
| How often do you conduct these Property Inspections? | Annually |
| Do you document these Property Inspections? | No |
| Are fire extinguishers present, inspected and charged? | Yes |
| Are emergency exits adequately marked? | Yes |
| Are emergency exits clear of obstructions? | Yes |
| Are your properties ever inspected by a certified electrician for electrical hazards? | Yes |
| Are emergency backup lights functioning properly? | Yes |
| Are outlets near a water source protected by a GFI? | Yes |
| Do you practice good Housekeeping throughout your facilities? | Yes |
| Do you rent any of your municipal buildings or facilities out to the public for special events? | Yes |
| Do you require the renter to sign a rental agreement? | No |

Maintenance Facilities & Workshops

| | |
|--------------------------------------------------------|-----|
| Do you have any maintenance facilities and workshops? | Yes |
| Are safety guards in place on tools and equipment? | Yes |
| Are compressed gas cylinders properly secured? | Yes |
| Are fire extinguishers present, inspected and charged? | Yes |
| Were hazardous or dangerous materials viewed? | Yes |
| Are the materials stored appropriately? | Yes |

Machinery & Equipment

| | |
|-------------------------------------------------------------------------------------------|-----|
| Do you own any machinery or equipment? | Yes |
| Do you perform documented inspections and maintenance on your machinery and equipment? | Yes |
| Are safety guards in place on machinery and equipment? | Yes |
| Do zero turn mowers and tractors have ROPS and seat belts? | Yes |
| Do frequent stop vehicles have adequate lighting and signage? | Yes |
| Do you have fire extinguishers on mobile equipment? | Yes |
| Do you use appropriate equipment for elevated work such as hanging Christmas decorations? | Yes |
| Do you have an air compressor used for filling SCBA tanks? | Yes |
| Do you perform air quality testing per NFPA 1989? | Yes |

Utilities

| | |
|--------------------------------------------------------------------------------|-----------------------------------|
| Do you have a Utility Department? | Yes |
| What utility operations or services do you provide? | Water Sewer Gas Electric |
| Are any removable ladders sections and secured or viewed ladder guards locked? | N/A |
| Are your sewer operators certified? | Yes |
| Are the sewer treatment plants operating below maximum capacity? | Yes |
| Do you have a sewer maintenance and inspection program? | Yes |
| Do you install sewer check valves or back-flow preventers where necessary? | Yes |
| Do you log and follow up sewer complaint calls? | Yes |

| | |
|---------------------------------------------------------------------------------------------|-----|
| Are employees who enter homes and businesses to light gas pilot lights certified as needed? | Yes |
| Are life rings or other life saving equipment available near lagoons or basins? | Yes |
| Are eye wash stations functioning correctly and regularly inspected? | Yes |
| Are compressed gas cylinders property secured? | Yes |
| Are chemical rooms locked? | Yes |
| Are recommended ventilation exhaust fans installed and working in chemical rooms? | Yes |
| Is the fan switch located outside the door? | Yes |
| Is the property adequately fenced? | Yes |
| Are fences properly maintained and in good repair? | Yes |
| Are gates locked and the gaps in the gate not too large? | Yes |
| Are recommended warning signs in place at locations? | Yes |

Parks and Recreation

| | |
|------------------------------------------------------------------------------|-----|
| Do you own parks or recreational facilities? | Yes |
| Are outdoor receptacles equipped with GFI's and weather proof covers? | Yes |
| Are outside electrical panels, breaker panels or fuse boxes locked? | Yes |
| Is park maintenance equipment securely stored? | Yes |
| Do bleachers have proper guardrails and handrails? | Yes |
| Do you have any concession stands? | Yes |
| Do concession stands have fire extinguishers present, inspected and charged? | No |
| Do concession stands have GFIs near sinks? | No |
| Do you have playground equipment? | Yes |
| Do you have a documented playground inspection program? | Yes |

| | |
|-------------------------------------------------------------------------------------|-----|
| Do playgrounds have adequate fall material? | Yes |
| Do you have any swimming pools? | Yes |
| Is the swimming pool fence adequate and in good repair? | Yes |
| Do you document your swimming pool water testing? | Yes |
| Is the swimming pool's chemical and pump room locked? | Yes |
| Are swimming pool's chlorine and acids stored separately? | Yes |
| Are depth markers clearly visible? | Yes |
| Do you have a skateboard park? | Yes |
| Was the skateboard park designed and installed by a professional contractor? | No |
| Does the skateboard park have the required signage? | No |
| Do you have a documented skateboard park inspection program? | No |