TRINDEL INSURANCE FUND

Annual Loss Prevention Evaluation Procedure

Revised November, 2002 Trindel Board Meeting
Agenda Item #15
Administrative revision sections 4,5,&6, August 13, 2004
Revised March 20, 2006
Sections 1,2,5,&10
Revised April 17, 2012

I. ***Annual Loss Prevention Evaluation Process***

A. The Loss Prevention Evaluation will be conducted by the Trindel Insurance Fund Staff.
B. The Loss Prevention Evaluation will be conducted during the month of June each year.
C. The Loss Prevention Evaluation will be completed no later than July 1 of each year.
D. Date of the Loss Prevention Evaluation will be scheduled no later than April of the Loss Prevention Evaluation year.
E. Each Member County will be notified of results no later than July 15th.
F. Required documentation for the Loss Prevention Evaluation:
   a. Rosters:
      1) Employee safety training.
      2) Supervisor Safety/Loss Prevention training.
      3) Leadership/Supervisor training.
      4) Department Safety Representative and/or Safety Sub-Committee meetings.
      5) County Wide Safety Committees.
      6) Department employee safety meetings.
   b. Summary of rosters in table form. (Word, Excel, Access, etc.)
   c. County Wide Injury & Illness Prevention Program and the Department specific Code of Safe Practices.
   d. Summary of incident identification and remedy. (Word, Excel, Access, etc.)

G. Employee interviews:
   a. Conducted on day of the Loss Prevention Evaluation.
   b. Five employees chosen at random by Trindel Loss Prevention Staff to include two Dept. Heads.
   c. Five open ended questions will be asked of each employee.
   d. All questions presented to employees will be the same.

H. The Loss Prevention Evaluation review:
   a. Upon completion of all member Counties Loss Prevention Evaluation results will be reviewed by Trindel staff for accuracy and consistency.
   b. Disputed results will be review by the Trindel Executive Committee for judgment.

II. ***Evaluation Criteria***

A. ***Section 1. Dedicated Loss Prevention Employee Duties***

(20 points maximum)

1. At least 20 hrs. /week or agreed upon commitment.
2. Dedicated to loss prevention and control efforts based on a specific job description that includes but not limited to:
   a. Track, follow-up and investigate to root cause, all incident/hazard reports and employee injuries.
   b. Attend all County wide safety Committee Meetings.
   c. Attend each Department/Site employee safety meeting at least once during the Loss Prevention Evaluation year.
   d. Attending Trindel Loss Prevention Specialist training meetings.
   e. Conduct employee Loss Prevention training.
   f. Coordinate and train department safety representatives.
   g. Coordination of Safety and Loss Prevention training providers.
   h. Maintenance and revisions of IIPP.
   i. Loss prevention record keeping.
      1) Safety meeting rosters and minutes, including department head attendance at employee safety meetings.
      2) Safety and Loss Prevention training rosters and subject matter.
      3) Tracking, follow-up and investigation to root cause of incident/hazard reports.
      4) Worksite inspections.
   j. Worker injury follow-up and investigation to root cause.
   k. Work site walk through inspections.
   l. Face to face Safety and Loss Prevention communication with all levels of County employees.
3. Provide Trindel Loss Prevention Staff agenda for county visit at least two weeks prior to scheduled visit. Agenda includes all incident hazard reports for the previous 30 days.
4. Based on County employee time sheet. *(What needs to be on time sheet? Should include time/task description.)*
5. Loss Prevention employee shall be designated by name in writing.

B. ***Section 2. - Written Injury and Illness Prevention Program***

(10 points maximum)

1. Points awarded for each of the listed areas. The County Injury & Illness Prevention Program and the most current revisions shall be submitted to Trindel Loss Prevention Staff for review by May 1st of The Loss Prevention Evaluation year.
   a. Written plan includes:
      1) County policy statement and named responsible person.
      2) Responsibilities of managers, supervisors and employees.
      3) Scheduled semi-annual workplace hazard inspections.
      4) Safe work practice recognition and compliance procedures.

5) Workplace safety communications. Includes quarterly county wide safety committee meetings.
6) Code of safe practices for all employees.
7) Training in safe work practices.
8) Documentation - Training, inspections, hazard abatement and employee safety communications.
9) Specific policies will be reviewed. Policy to be determined by Trindel Loss Prevention Staff.

C. ***Section 3. – Effectiveness of Injury & Illness Prevention Program (10 points max.)***

Effectiveness of the IIPP will be based on interviews of five employees chosen at random by Trindel Staff, two of which will be Department Heads.

1. Each interviewee will be asked five open ended questions regarding the member Counties Loss Prevention Program that includes the Injury and Illness Prevention Program.
2. The questions will be determined by Trindel Staff prior to the Loss Prevention Evaluation
3. The questions used will be the same for all employees interviewed.

D. ***Section 4 – Monthly employee safety meeting (15 total points maximum)***

Department Head Attendance ***(5 points maximum)***
Department Safety Meetings ***(10 points maximum)***

1) Monthly meetings shall be scheduled in all designated work sites.
2) Road department:
   a) Shall schedule meetings twice monthly (24/year) in each district.
   b) Each district is considered a "department" for point calculation under this section.
3) **"Department Head Attendance"** points will be determined by the number of meetings attended by the Department Head. (24/year for Road Department Head)
4) **"Department Safety Meetings"** points will be awarded based on the percentage of departments conducting monthly employee safety meetings.
5) Rosters will be submitted to the designated Loss Prevention Specialist.
6) Only meetings conducted and recorded by May 30 of the Loss Prevention Evaluation year will be used for point calculation.
7) Trindel Staff will review rosters during scheduled visits.

E. ***Section 5. – Annual Leadership Supervision (20 points maximum)***

This section applies to any employee with permanent or temporary supervisory or management responsibilities.

1. Requires each Member County conduct at least three Leadership/ Supervisor training sessions per year.

2. Requires all Supervisors to attend at least three sessions of Leadership Supervision / Loss Prevention training each year.
3. Training topics will be consistent with the Trindel Insurance Fund Leadership & Supervisor Training Program.
4. Each Member County will declare the number of Supervisors on May 30 of the evaluation year.
5. Only classes conducted and recorded on the Leadership Supervision Training Program Web database by May 30 will be used for point calculation.
6. Points will be awarded based on the number of Supervisors and training sessions attended. ***100% participation is required for maximum point award.***

F. ***Section 6. - No Outstanding Serious Identified Work Place Hazards.***

(5 points maximum)

1. Trindel Staff will review Incident / Hazard reports for immediate action on serious identified hazards and timely action on non-serious identified hazards.

G. ***Section 7. - Timely Response To Trindel Administrative And Worker's Compensation Communications.***

(5 points maximum)

1. Based on input from Trindel Staff.
2. Lack of, or slow response resulting in loss of points will be documented.

H. ***Section 8. - Participation In Trindel Loss Prevention Activities.***

(5 points maximum)

1. Trindel Staff will review participation.
2. Includes attendance of Trindel Board Meetings, Loss Prevention Specialist Meetings, specific Loss Prevention Meetings and promotion of Loss Prevention within member Counties.
3. Loss of points will be documented.

I. ***Section 9. – AttendanceAt C.S.O.O.C., Or C.A.J.P.A,Or P.A.R.M.A. Conferences.***

(5 points maximum)

1. Requires attendance of at least one meeting per year by a member County representative.

J. ***Section 10 –***
Quarterly Loss Prevention Program Status Report To Member County Board f Supervisor.

(5 points maximum)

1. Each Member County Trindel Board Member or Alternative will place on their Board of Supervisor Agenda a Loss Prevention program status report quarterly.
2. 1 point per report will be rewarded for the first 3 reports.
3. 2 points will be rewarded for the 4th report.