

BLOOMINGDALE RISK MANAGEMENT & LOSS PREVENTION PROGRAM PURPOSE & RESPONSIBILITIES

I. PURPOSE

Employee safety is one of the Village's top priorities. The well-being of employees is essential for successful public service operations. Bloomington's Risk Management and Loss Prevention Program Manual, (Manual), has been developed to minimize the risk of injury to employees, the general public, and to prevent damage to property.

Copies of this manual will be distributed to all current employees, with policy updates distributed annually thereafter. The most current version of this manual will be maintained and posted on the employee website. New employees are to be provided with a copy of this manual when hired.

II. OBJECTIVE

The objective of this manual is to protect Bloomington's human and financial assets by ensuring a safe environment for employees, equipment, and for members of the general public by reducing or eliminating the unsafe acts and/or conditions that cause accidents. Risk Management includes processes of planning, leading, organizing, and controlling personnel by incorporating decisional aspects that focus on the following:

- Identifying and analyzing potential loss exposures.
- Identifying risk management techniques/solutions.
- Selecting and implementing the chosen solution.
- Re-evaluating to determine if the solution is effective.

III. RESPONSIBILITIES

The success of this program depends on support from the top on down, and for all employees to be actively involved with the day-to-day aspects of safety, loss control and risk reduction, as follows:

A. Assistant Village Administrator -- directs the overall Risk Management & Loss Prevention Program for the Village. Specific responsibilities include:

1. Leads safety program through example, encouragement and establishing accountability.
2. Oversees establishment of annual goals and objectives of the risk management program.
3. Heads the Executive Safety Committee and serves as a management liaison to the Employee Safety Committee, to enhance communication and to guide the committees towards achieving the goals set forth in the overall risk management program.
4. Selects appropriate risk management techniques for resolving exposure and loss issues.
5. Assists in identifying adverse organizational loss trends.
6. Reviews the annual risk management program audits and appraises the effectiveness of the program.
7. Claims Coordinator for all work related accidents and injuries.

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B. Department Directors -- responsible for creating and maintaining a safe and healthful work environment within their departments. To achieve such a work environment, it is necessary to put into place operating procedures that will promote, to the highest degree possible, the safety of their employees and that of the general public. Specific responsibilities include:

1. Demonstrates importance of safety through actions.
2. Develops and actively support a departmental safety program that will effectively control the frequency and severity of accidents. This includes the scheduling of regularly held safety training and awareness sessions at which attendance by employees is mandatory.
3. Appoints representatives to serve on the employee safety committee.
4. Ensures that Safety Committee recommendations for their department are reviewed and implemented, (if appropriate).
5. Develops specific risk management objectives for supervisors.
6. Ensures thorough and consistent job and safety training for all employees assigned to or working for the department.
7. Establishes, maintains, and uses Job Safety Analysis to develop appropriate operating procedures and to assist in proper training.
8. Appropriately budgets for needed safety expenditures.
9. Holds supervisors accountable for implementing both department and organizational-wide risk management programs and activities.

C. Supervisors -- responsible for communicating and maintaining safe and healthful work environments for the employees assigned to them. Supervisors will ensure all employees assigned to them are fulfilling risk management procedures. Supervisors also act as a liaison between Department Directors and employees regarding safety issues. Specific responsibilities include:

1. Demonstrates, by example, good safety practices and a positive attitude towards safety.
2. Monitors and enforces compliance with established safety rules and procedures and to discipline violators in accordance with the provisions of the Village Personnel Manual.
3. Conducts safety talks for the purpose of planning and laying out daily work assignments, and to make frequent, individual contacts with employees emphasizing potential hazards and pointing out proper procedures for avoiding them on established schedule.
4. Inspects the design of new equipment and vehicles and to ensure that operators have been properly trained before they operate them.
5. Conducts and signs off on safety orientation for new employees.
6. Ensures safety equipment, protective devices, and proper clothing are provided and used by employees in accordance with Village policy.
7. Thoroughly investigates the causes of all accidents, completes all necessary reports, and take whatever action is necessary to prevent their re-occurrence. All accident and on the job injury reports and accompanying documentation must be forwarded promptly to the Assistant Village Administrator, in accordance with the Accident Reporting Policy.

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8. Inform all employees, whether on permanent or temporary assignment to the department, to report immediately all injuries or accidents.
- D. **Employees** -- As a condition of employment, each employee is responsible for securing his or her own safety, the safety of fellow workers and that of the general public to the extent to which the general public is affected by an act carried out by an employee. Specific duties include:
1. To follow and actively support all approved safety rules and/or procedures.
 2. To anticipate safety hazards that may arise from of a situation not previously contemplated by the written rules or procedures.
 3. To consult with a supervisor before proceeding with a particular job, if the appropriate procedure for handling the job is questionable or unknown.
 4. To concentrate on the job at hand, work on the job at a reasonable pace, and use the precautions necessary to avoid exposure to injury.
 5. To notify a supervisor promptly of an unsafe condition, activity, or procedure observed.
 6. To actively participate in the safety effort by making safety suggestions either to the departmental safety committee representative or to the supervisor.
 7. To keep the work areas clean and orderly.
 8. To use the proper tool or equipment to do a job.
 9. To operate no equipment without having obtained proper authorization.
 10. To refrain from engaging in horseplay that can lead to serious injury and disciplinary action.
 11. To avoid distracting others while they are at work.
 12. To wear protective equipment as required either by rule, practice, or common sense.
 13. To arrive at work suitably attired for the job to be performed.
 14. To participate in accident investigation by identifying correctable causes and preventing their recurrence.
 15. To report to their immediate supervisor any incident, injury, occupational illness, or vehicular accident, in accordance with the Accident Investigation and Reporting Procedures.
- D. **SAFETY COMMITTEES:** The Employee and Executive Safety Committees review the Village's accident history, identified loss trends and/or potential loss exposures on an annual basis, to prepare Risk Management & Loss Prevention Goals and Objectives on an annual basis. Once established, the goals and objectives will be distributed to all employees, as Section I-A of this manual. It is the responsibility of each and every employee to perform their job responsibilities in a manner necessary to assist in accomplishing the annual loss prevention goals and objectives.