

Memorandum

To: (Loss Control Committee Member)
From: _____, Director
Date: _____
Re: **Loss Control Committee Member Appointment**

In an effort for _____(agency)_____ to prevent accidents and resulting injuries, control costs, protect it from liability, help it comply with standards, and maintain a safe working environment, with an emphasis to minimize the need for protection and recovery measures _____(agency)_____ will establish a Loss Control Committee.

Loss control requires the commitment of everyone at all levels — agency directors, risk management contacts, safety directors, and employees.

This Memorandum is to appoint you as *(the Committee Chairperson as the main contact for our agency's loss control and safety activities)* or *(Committee Member)* of the _____(agency)_____ Loss Control Committee for a two year period beginning _____. This function will be a part of your job duty and position. It is important that you take an active role in the Committee so that our agency is represented by a cross-section of employees. Having representation from all areas of our agency will help the Committee to efficiently address, disseminate information, and delegate items that need to be accomplished.

The suggested functions of the Loss Control Committee include:

- Developing a loss control and safety policy for the agency and communicating that policy to *all* employees.
- Offering loss control and safety suggestions.
- Reviewing accidents or incidents involving agency personnel or property. This includes recommending to the agency head loss control and safety measures that could prevent similar occurrences in the future.
- Establishing a procedure for reporting hazardous conditions or activities and taking corrective action.
- Periodically inspecting agency facilities to see that all employees are complying with established loss control and safety practices and to identify and correct hazardous conditions.
- Preparing checklists to guide and document inspections.
- Assisting and coordinating participation in fire and civil defense evacuation or shelter drills and compliance with the appropriate evacuation/shelter plans.
- Assisting in the development/review of customized policies and procedures to address sexual and other forms of unlawful harassment; acceptable internet/e-mail use in the workplace; substance abuse; workplace threats and violence; and emergencies, including fire, natural disaster/severe weather, and bomb threats. Determining loss control and safety training needs and developing a plan of action to ensure required safety training is accomplished.
- Addressing safety equipment needs.
- Ensuring that first aid kits and personal protective equipment needs are met.
- Developing and conducting loss control and safety orientation programs for new employees.
- Reviewing the agency's Records Management System.
- Reviewing agency contracts to ensure adherence to Risk Management guidelines and state procurement requirements.
- Assisting with the agency's Continuation of Operations Plan (COOP).

A loss control committee should meet as needed, but at least annually. If an appointed member is unable to attend, it is his/her responsibility to ensure another representative from that division attends the meeting in his/her place.