



**RISK MANAGEMENT FUND CONTRIBUTION
DISCOUNT PROGRAM APPLICATION**

STATE OF NORTH DAKOTA
SFN 53424 (10-2013)

SUBMISSION DEADLINE JUNE 30

Report of Activity for Current Fiscal Year
(July 1 – June 30)

Agency/Facility:	% of Discount
1. Provide a copy of your agency's policy or written directive establishing a Loss Control Committee and directing the Committee's activities. Loss Control Committees are described in Section 4 of the Risk Management Manual and addressed in N.D.C.C. § 32-12.2-12. <ul style="list-style-type: none"> • Provide a copy of all Loss Control Committee minutes or other documentation of agency review of incidents, accidents or claims together with recommendations for any corrective actions. • Loss Control Committees must meet at least annually. 	1
2. Provide a copy of your agency's policy or written directive to staff that all incidents and accidents must be reported on-line to Risk Management within 24 hours. Describe, and provide supporting documentation, how these requirements are communicated to all staff annually. <ul style="list-style-type: none"> • Approximately 90% of incidents and accidents must be reported on-line within 24 hours. 	1
3. Provide a copy of your agency's policy or procedure that all staff at least annually, and new employees at the time of hire, are provided copies/access to and are required to acknowledge they have read and understand agency policies addressing discrimination, including sexual and other forms of unlawful harassment, along with the process for resolving complaints, including requests for reasonable accommodations; workplace threats of violence; and emergencies, including fire, natural disasters/severe weather, and bomb threats. <ul style="list-style-type: none"> • Describe, and provide supporting documentation, how these requirements are communicated to all staff annually and explain how the agency monitors the procedure for compliance. 	3
4. Describe, and provide supporting documentation, of all agency inspections (at least annual) of facilities and functional activities of the agency that could result in incidents, accidents or claims. <ul style="list-style-type: none"> • Documentation may include inspection checklists as outlined in Section 4 of the Risk Management Manual. 	2
5. Provide a copy of your policy or written directive to staff addressing records retention requirements including the process your agency uses to retain records, including electronic records, in the event an incident/claim gives rise to a possible claim/lawsuit.	1
6. Provide a copy of your agency's policy or written directive to appropriate staff, addressing agency contracts and Risk Management guidelines on indemnification and insurance, the Attorney General's Contract Drafting and Review Manual, the requirements contained in N.D.C.C. ch. 54-44.4, N.D.A.C. Article 4-12, and N.D.C.C. § 32-12.2-15. Describe how these requirements are communicated to staff (including required Procurement training/certifications) and how your agency ensures compliance.	2
7. Provide a copy of your agency's policy or written directives addressing distracted driving including restrictions on the use of electronic communication devices including cell phones while driving on State business.	3
Discount Plus: Describe in detail any additional training, comprehensive review, or adopted proactive measure that your agency has undertaken in this fiscal year.	2
Total Potential Discount	15%

NOTE:

- Documentation can be provided to Risk Management either electronically or by paper copy.
- Audits may be performed at the discretion of Risk Management by phone, mail, internet or on-site visit.

Comments

Signed	Date
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