

LOSS CONTROL STANDARDS

**The purpose of the Loss Control Standards
is to encourage CIRSA Members to establish and maintain
a comprehensive risk management program.**

Effective risk control programs have proven to reduce incidents, accidents, claims, and associated costs. These standards address common high frequency, high severity, and/or industry trends that public entities face. The majority of the standards apply to members of both the Property/Casualty and Workers' Compensation pools. However, some apply specifically to one pool.

The Loss Control Department may help you implement these standards, can assist with program development and

associated training related to the standards. Periodically, the Loss Control Department will also audit your compliance with the standards as well as to conduct property & infrastructure inspections. Loss Control Credits are awarded to those members who achieve at least 90% compliance. Members may use these funds to purchase needed environmental, health, or safety equipment or to offset their annual contribution.



SAFERTOGETHER

CIRSA LOSS CONTROL STANDARDS

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I. IMPLEMENTATION OF STANDARDS

New Members - All standards within this document must be implemented within 24 months of joining CIRSA, to coincide with their established audit cycle. Existing Members – All new standards must be implemented within one audit cycle of receipt. CIRSA and your assigned Loss Control Representative have significant resources available to help you work towards compliance.

II. AUDIT PROCESS OVERVIEW

Each audit is customized to the member based on the applicable required standards. A larger member may have multiple applicable standards, while a smaller member may have only a few. However, members are not burdened by, nor are points deducted for, standards that do not apply to their entity. Likewise, members are not given credit for standards that do not apply, unless it can be proven that such a standard may improve their overall environmental, health, and safety efforts.

The audit cycle covers the previous two calendar years. For example, audits conducted during 2021 are evaluating the member's progress from January 1, 2019 – December 31, 2020. Audits will be conducted between February 1st and November 15th of each audit cycle.

By adopting CIRSA's Bylaws and Intergovernmental Agreement, each member has committed to follow the loss control standards and procedures adopted by the CIRSA Board of Directors. Thus, adherence to these Loss Control Standards is an obligation of membership.

The final audit score may be used in conjunction with the members' LEF (Loss Experience Factor), Experience Modification Rate, and/or Loss Ratio to determine other matters, such as audit exemptions (skipped years), safety awards, Credit allocations (90% minimum score), and progressive compliance status.

The audit process helps each member and CIRSA ensure that we are all working together to reduce and/or eliminate incidents, accidents, and the resulting claims, thus improving the pool's loss experience as a whole while helping to reduce costs, litigation, incidents, and injuries.

III. LOSS CONTROL PROGRAM MANAGEMENT

Accident Investigation and Reporting:

- A) Procedures for reporting and investigating accidents have been established and implemented.
Pool: PC & WC
- B) Claim reports are completed and filed in a timely manner.
Pool: PC & WC
- C) Supervisor accident forms are completed as part of the investigation process, which includes plans and corrective actions to prevent recurrences. Timelines for corrective actions are included as part of the overall accident investigation process.
Pool: PC & WC

Safety Inspections:

- A) In addition to CIRSA's property survey, documented safety inspections are conducted by the entity at least annually for potentially hazardous areas, i.e., water & wastewater plants, fleet and other storage & maintenance shops, equipment storage areas, playgrounds, pools and other park areas, etc.
Pool: PC & WC
- B) A method for following up on deficiencies has been implemented.
Pool: PC & WC

Harassment:

Employees are trained in the prevention of harassment at least every two years.
Pool: PC & WC

Violence in the Workplace:

Employees are trained in the prevention of violence at least every two years.
Pool: PC & WC

New Employees', Seasonal Employees' & Volunteers' Safety Orientation:

New employees, seasonal employees, and volunteers receive a documented safety orientation.
Pool: PC & WC

Back Injury Prevention:

Employees participate in an ongoing (annual) training.
Pool: WC only

Slip, Trips, and Fall Injury Prevention:

Employees participate in an ongoing (annual) training.
Pool: WC only

Infection Control:

- A) Infection control procedures are developed and implemented.
Pool: WC Only
- B) Applicable employees are trained upon hire and every two years thereafter.
Pool: WC Only

Loss Control Recommendations:

Appropriate action is taken to correct identified hazardous conditions and to implement other safety program recommendations.
Pool: PC & WC

IV. MOTORIZED VEHICLES & EQUIPMENT

Vehicle Safety Program:

- A) A seat belt policy consistent with state law has been established, implemented, and reviewed with and signed off by employees.
Pool: PC and WC
- B) A policy exists that prohibits forms of distracted driving, such as, but not limited to: texting, checking social media, eating and drinking, etc.
Pool: PC & WC
- C) MVRs (Motor Vehicle Records) are checked at least annually for existing employees, where regular driving duties are assigned, and prior to placing new employees into driving-related positions.
Pool: PC and WC
- D) A procedure and criteria for addressing and evaluating continued at-risk driving activities (citations, unsafe behaviors, etc.) have been established.
Pool: PC and WC
- E) All vehicle accidents are investigated to determine causes and preventative action. Employees involved in preventable accidents are subject to pre-established procedures (such as counseling, training, suspending driving activities, etc.) for preventing future accidents.
Pool: PC & WC
- F) A documented vehicle maintenance and inspection program, including heavy equipment, aerial lifts, and fire apparatus, has been established.
Pool: PC & WC
- G) Any modifications or attachments to vehicles/equipment are designed and installed per manufacturer, engineers, and/or the competent person's recommendations. Periodic (annually, at minimum) inspections of modified equipment and/or attachments also must be completed by the manufacturer, engineers, and/or the competent person.
Pool: PC & WC
- H) Defensive driving training is conducted at least every two years for employees who operate member-owned or leased vehicles, or their personal vehicles for entity business, including heavy equipment and fire apparatus, as an essential function of their job duties.
Pool: PC & WC

Snow Plowing Operations:

All snow plow drivers/operators receive route and task-specific snow plow training at least every two years

Pool: PC & WC

V. LAW ENFORCEMENT

A) Training is provided on Pursuit and Emergency and Vehicle Operations (annually).

Pool: PC & WC

B) Training is provided on Use of Force, including Deadly Force (annually).

Pool: PC & WC

C) Training is provided on Search, Seizure, and Arrest (annually).

Pool: PC & WC

D) Training is provided on Less-Lethal Defensive Tools (such as tasers, electronic restraint devices, impact weapons, OC/pepper spray, etc.) (annually).

Pool: PC & WC

E) Training is provided on the use and care of Body Armor at least every two years.

Pool: WC only

F) Ethics training is provided at least every two years.

Pool: PC only

G) De-escalation training is provided at least every two years.

Pool: PC & WC

VI. FIRE DEPARTMENTS

Safety and Health Program:

An Occupational Safety and Health Program has been established per NFPA 1500.

Pool: PC & WC

Safety Officer:

A certified firefighter has been designated as the department's safety officer.

Pool: PC & WC

Structural Firefighter Training:

Structural firefighter training is provided annually.

Pool: PC & WC

Firefighter Level-One Training:

All firefighters are trained, at minimum, to the current Level One curriculum and/or any equivalent level of training. All local, state, and/or federal standards, such as NFPA must be implemented and adhered to.

Pool: PC & WC

VII. PUBLIC WORKS, PARKS AND RECREATION, AND UTILITIES

(Applicable to all Public Works, Parks, Utilities, Streets, and/or similar Departments):

Work Zone Protection (All Applicable Departments):

- A) The Manual on Uniform Traffic Control Devices is used in determining the placement of work zone safety devices for all work performed on streets, roads, sidewalks, and/or all other rights-of-way.
Pool: PC & WC
- B) Documented employee training is conducted at least every two years. Applicable employees maintain flagger certifications
Pool: PC & WC

Lockout/Tagout Program (All Applicable Departments):

- A) A lockout/tagout program consistent with industry standards has been established and implemented.
Pool: PC & WC
- B) Documented employee training is conducted at least every two years.
Pool: PC & WC

Trenching and Excavation (All Applicable Departments):

- A) Written procedures for trenching and excavating, consistent with industry standards, have been established and implemented.
Pool: PC & WC
- B) Documented employee training is conducted at least every two years.
Pool: PC & WC

Confined Space Entry (All Applicable Departments):

- A) A program for entering and working in confined spaces, consistent with industry standards, has been established and implemented.
Pool: PC & WC
- B) Atmospheric testing equipment, personal protective equipment, emergency rescue, ventilation, and other safeguards and equipment are available and utilized for confined space entries.
Pool: PC & WC
- C) Documented employee training is conducted at least every two years.
Pool: PC & WC

Chemical Safety (All Applicable Departments):

- A) Written procedures for hazardous chemical use, including emergency procedures, have been established and implemented. SDS or Safety Data Sheets (formerly Material Safety Data Sheets) are maintained and accessible to employees.
Pool: PC & WC

- B) Documented employee training is conducted at least every two years. DOT regulations are met when transporting chemicals, such as chlorine cylinders.

Pool: PC & WC

- C) Chlorine Safety – Employee training is conducted at least every two years for employees who work with liquified and/or gaseous chlorine.

Pool: PC & WC

Public Works:

A documented inspection and maintenance program for streets, roads, meter pits, valve covers, sewer covers, sidewalks, signs, traffic control devices, and similar hazards is developed and implemented.

Pool: PC only

Parks and Recreation:

- A) Safety inspections of parks, playgrounds, trails, bike paths, mountain bike courses, playgrounds, skate parks, sledding/tubing hills, ball fields, and recreational facilities are conducted at least monthly. Inspections are documented, deficiencies corrected, and records maintained.

Pool: PC only

- B) Industry standard safety rules are posted near all accessible structures such as, slides, tubes, and diving boards.

Pool: PC only

- C) Lifeguards are certified by a nationally-recognized program or equivalent.

Pool: PC only

- D) Monthly lifeguard training is provided. Weekly is preferred but not required. Training documentation is maintained.

Pool: PC only

Wastewater Lines

- A) A documented sewer inspection and maintenance program has been established. A plan for responding to sewer backups is established.

Pool: PC only

- B) Inspections are conducted at least every 36 months. Recurring problem areas regarding backups are inspected and maintained more often, and documented provisions for addressing problem areas are established, implemented, and records are maintained.

Pool: PC only

Electric

- A) Electric utility employees receive safety training at least annually. Training must be specific to the work type, equipment/tools, and hazard types encountered in the industry. Training is documented and records maintained.

Pool: PC & WC

- B) Electrical protective equipment, including insulating blankets, matting, covers, line hose, gloves, and sleeves shall comply with the design, care, use, inspection, and test requirements of NFPA 70E, OSHA 29 CFR.1910.137, or other industry-specific guidelines/standards.

Pool: WC only

- C) Aerial Devices and Digger Derricks and/or similar equipment types, as used on/near high-voltage lines, must be tested in accordance with ANSI A92.2, ANSI 10.31, and using OSHA (1910.67) or other industry guidelines/standards.

Pool: PC & WC

- D) Hot Sticks & Live Line Tools and/or similar equipment types must be tested per ASTM F711-02 and IEEE 978 standards. Refer also to NFPA 70E.

Pool: PC & WC

VIII. AUDIT ACTION PLAN (LOSS CONTROL ACTION PLAN):

The action plan is a separately-scored component of each member's audit. The plan is used to provide a specific focus on improvement areas for each member. Examples of focus areas include, but are not limited to: high incident/claims frequency or severity, special industry needs, low score audit standards, IDLH (Immediately Dangerous to Life or Health) hazards/processes, and/or any other CIRSA and/or industry standard, where the member needs improvement.

Members whose loss control programs do not have areas that need improvement may work with their respective loss control representative to highlight innovative programs and/or high-quality, highly successful initiatives.

IX. BONUS STANDARDS:

Members who comply with the following voluntary standards are eligible for additional points on their Loss Control Standards audit. Members may receive bonus standard credit only for standards applicable to their respective pools and/or their entity. Members must have scored at least 90% on their most recent audit in order to receive bonus points. A maximum of 10 total bonus points will be applied.

Applicable to Most Members:

1. Attends a CIRSA General Membership, Safety Forum, Workshop (such as ADA, APWA, etc.), Police Liability Meeting, or participates on a CIRSA task force. (Maximum of 3 points) (PC & WC)
2. Implements an innovative safety program, product, initiative, system, etc., not otherwise covered under another Loss Control Standard. (Maximum of 2 points) (PC & WC)
3. Conducts a security assessment of city/town hall and/or other entity facilities and implements corrective action strategies for any items of concern. (2 points) (PC & WC)
4. Goes the previous calendar year without incurring a preventable property/liability loss. (2 points) (PC Only)
5. Goes the previous calendar year without incurring a preventable workers' compensation loss. (2 points) (WC Only)

Law Enforcement Specific:

6. Achieves state or national accreditation. (2 points for state accreditation, 3 for national) (PC & WC)

Fire Department Specific:

7. Achieves state or national accreditation. (2 points for state accreditation, 3 for national) (PC & WC)