RISK CONTROL STANDARDS

**The purpose of the Risk 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 Risk Control Department may help you implement these standards, can assist with program development and associated training related to the standards. Periodically, the Risk Control Department will also audit your compliance with the standards as well as to conduct property & infrastructure inspections. Risk 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.

CIRSA SAFERTOGETHER

CIRSA
RISK CONTROL STANDARDS

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I.   IMPLEMENTATION OF STANDARDS

<u>New Members</u> - All standards within this document must be implemented within 24 months of joining CIRSA, to coincide with their established audit cycle. <u>Existing Members</u> – All new standards must be implemented within one audit cycle of receipt. CIRSA and your assigned Risk 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 2022 are evaluating the member's progress from January 1, 2020, to December 31, 2021. Audits will be conducted between February 1st and November 15th of each audit cycle.

Unless otherwise indicated in the individual standards, all remaining standards must be completed at least every two years.

By adopting CIRSA's Bylaws and Intergovernmental Agreement, each member has committed to follow the risk control standards and procedures adopted by the CIRSA Board of Directors. Thus, adherence to these Risk 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.

Revised: 2022

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.   RISK 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 promptly.
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.
Pool: PC & WC

Violence in the Workplace:

Employees are trained in the prevention of violence.
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 ongoing (annual) training.
Pool: WC only

Slip, Trips, and Fall Injury Prevention:

Employees participate in 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.
   Pool: WC Only

Risk 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 before 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 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 snowplow drivers/operators receive route and task-specific snowplow training.
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.
Pool: WC only

F) Ethics training is provided.
Pool: PC only

G) De-escalation training is provided.
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. 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.
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.
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.
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. DOT regulations are met when transporting chemicals, such as chlorine cylinders.
Pool: PC & WC

C) Chlorine Safety – Employee training is conducted 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 (RISK 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 risk control programs do not have areas that need improvement may work with their respective risk control representatives 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 Risk 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 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 Risk 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)