

CHAPTER 3.54 - LOSS CONTROL AND PREVENTION

(Chapter added by Ordinance No. 156028,
effective May 31, 1984.)

Sections:

- 3.54.010 Definitions.
- 3.54.020 OMF Risk Management Division Responsibility and Authority.
- 3.54.030 Bureau Responsibility and Authority.
- ~~3.54.040 Loss Control and Prevention Advisory Committee Responsibility and Authority.~~

3.54.010 Definitions.

(Amended by Ordinance No. 158966, effective October 6, 1986.) Unless the context indicates otherwise, words used in this Chapter shall have the following meanings:

- A.** **“Bureau”** means all any City bureaus, or offices, including the offices of elected officials, commission, or committee.
- B.** **“Committee”** ~~means the Loss Control Advisory Committee, consisting of the Risk Manager as Chairperson, the Mayor and each Commissioner, the City Auditor, the City Attorney, the Director of the Office of Fiscal Administration, and the Personnel Director, or their designees.~~
- CB.** **“Loss Prevention Policy Control Program”** and **“Policy Program”** mean a Citywide policy for bureaus to identify risks related to occupational health and safety including workers’ compensation exposures, achieve regulatory compliance, and promote a culture of safety. program consisting the loss control components of the City’s bureaus. “Loss control component” and “component” mean the written rules, regulations, and plan developed by each bureau and reviewed by the Committee, providing for both procedural and physical risk identification, measurement, and control in the bureau’s activities. Components may address any methods for loss prevention and control, including without limitation, accident reporting, accident review, hearing conservation, eye safety, respiratory protection, vehicular safety, industrial injuries and return to work, personal protective equipment, volunteer coverage, property loss management, and tort early warning.

3.54.020 OMF Risk Management Division Responsibility and Authority.

(Amended by Ordinance Nos. 158966 and 181483, effective January 18, 2008.)
The OMF Risk Management Division shall have the following responsibility and authority in the area of City loss control and prevention:

- A.** Develop a Loss Prevention Policy that outlines expectations and create a template guidelines, instructions, and a model plan to assist bureaus in

Exhibit A

developing a Loss Prevention Plan ~~loss prevention and control components;~~

- ~~B.~~ ~~On final review by the Committee of components submitted by the bureaus, file the City wide program with the City Auditor and issue the program for implementation by affected bureaus~~ Review bureau Loss Prevention Plans based on the Loss Prevention Policy and template;
- ~~C.~~ ~~Advise and assist affected bureaus in the completion and implementation of their Loss Prevention Plans components or parts thereof; and~~
- ~~D.~~ ~~Monitor bureau loss prevention efforts the effectiveness of components, and collect, analyze, and report information on City accomplishments to City leadership annually to the Committee and City Council data showing the status of the components and the performance of bureaus implementing the components.~~

3.54.030 Bureau Responsibility and Authority.

(Amended by Ordinance Nos. 158966 and 181483, effective January 18, 2008.)

Each City bureau shall have the following responsibility and authority:

- ~~A.~~ ~~Develop a written Loss Prevention Plan using Risk Management's template. Utilize Risk Management's consulting services to assist with plan development, as necessary. Provide the proposed plan to Risk Management for review~~ loss control component which shall include detailed and specific objectives, methods, and techniques for preventing injuries, illnesses, and other events leading to workers' compensation, liability, and property loss claims;
- ~~B.~~ ~~Implement the bureau's Loss Prevention Plan and track bureau loss prevention effort accomplishments using Risk Management's reporting form~~ Include in the component specific performance objectives to permit monitoring and reporting on the Bureau's performance in reducing claims; and
- ~~C.~~ ~~Submit the proposed component to the Committee for review;~~
- ~~D.~~ ~~On completion of review by the Committee and approval by the OMF Risk Management Division, implement the component;~~
- ~~EC.~~ ~~Annually review the bureau's Loss Prevention Plan. Consult with Risk Management to update the Plan in accordance with the Loss Prevention Policy its component, make any appropriate revisions, and submit any revisions of the component to the Committee for its review.~~

3.54.040 ~~Loss Control and Prevention Advisory Committee - Responsibility and Authority.~~

Exhibit A

~~(Added by Ordinance Nos. 158966 and 181483, effective January 18, 2008.) The Loss Control and Prevention Advisory Committee shall have the following responsibility and authority:~~

- ~~A. In conjunction with bureau managers, develop and propose for approval by the City Council goals for each bureau or appropriate groups of bureaus for the frequency and severity of workers' compensation and liability losses.~~
- ~~B. Obtain from each bureau its proposed written loss control component;~~
- ~~C. Review each component to ensure that it is appropriate, adequate, thorough, and consistent with components developed by other bureaus;~~
- ~~D. Suggest revisions, if appropriate, and return the component to the bureau for consideration or revisions;~~
- ~~E. Upon final review of components, provide them to the OMF Risk Management Division for approval and implementation by bureaus.~~

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3.54.010 Definitions.

Unless the context indicates otherwise, words used in this Chapter shall have the following meanings:

- A. **"Bureau"** means all City bureaus or offices, including the offices of elected officials.
- B. **"Loss Prevention Policy"** and **"Policy"** mean a Citywide policy for bureaus to identify risks related to occupational health and safety, including workers' compensation exposures, achieve regulatory compliance, and promote a culture of safety.

3.54.020 OMF Risk Management Division Responsibility and Authority.

The OMF Risk Management Division shall have the following responsibility and authority in the area of City loss control and prevention:

- A. Develop a Loss Prevention Policy that outlines expectations and create a template to assist bureaus in developing a Loss Prevention Plan;
- B. Review bureau Loss Prevention Plans based on the Loss Prevention Policy and template;
- C. Advise and assist bureaus in the completion and implementation of their Loss Prevention Plans; and
- D. Monitor bureau loss prevention efforts and report information on City accomplishments to City leadership.

3.54.030 Bureau Responsibility and Authority.

Each City bureau shall have the following responsibility and authority:

- A. Develop a written Loss Prevention Plan using Risk Management's template. Utilize Risk Management's consulting services to assist with plan development, as necessary. Provide the proposed plan to Risk Management for review;
- B. Implement the bureau's Loss Prevention Plan and track bureau loss prevention effort accomplishments using Risk Management's reporting form; and
- C. Annually review the bureau's Loss Prevention Plan. Consult with Risk Management to update the Plan in accordance with the Loss Prevention Policy.

What's Changed and Why
Bureau of Revenue and Financial Services Risk Management
Chapter 3.54 Loss Control and Prevention Revisions

Chapter/Section	Title	What's Changed	Why
3.54.010 A	Definitions	Updated "Bureau" to mean any City Bureau or Office.	Updated language for additional clarity and to remove "commissions and committees." This code focuses on employee safety and occupational health and safety regulations. City employees who are on commissions and committees are covered under their bureau or office's safety and loss prevention programs and policies. There is not a need to separately address commissions and committees.
3.54.010 B	Definitions	Deleted "Committee"	The Loss Prevention Advisory Committee was intended to be an internal committee consisting of the Risk Manager, the Mayor, each Commissioner, the City Auditor, the City Attorney, the Director of the Office of Fiscal Administration, and the Personnel Director, or their designees. The original role of the Committee was to develop bureau goals, review each bureau's draft Loss Prevention Plan, and suggest revisions on each bureau's Loss Prevention Plan. The referenced committee has not been active for at least 10 years. Risk Management proposes to take on the responsibility of consulting with bureaus to develop loss prevention goals, review each bureau's Loss Prevention Plan, and work with bureaus to ensure plan

			implementation. This ensures consistency and standardization of Loss Prevention Plans. A different, internal committee to address citywide loss prevention is discussed in Administrative Policy 11.01 Loss Prevention.
3.54.010 C	Definitions	Updated “Loss Control Program” to “Loss Prevention Policy” means a Citywide policy for bureaus to identify risks related to occupational health and safety including workers’ compensation exposures, achieve regulatory compliance, and promote a culture of safety.	Updated language for additional clarity and alignment with best practices.
3.54.020 A-D	OMF Risk Management Division Responsibility and Authority	Updated the guidance document Risk Management is responsible to create to assist bureaus in developing their Loss Prevention Plan. Removed reference to the “committee.” Removed filing of bureau Loss Prevention Plans with the City Auditor.	Updated language to reflect organizational change, alignment with best practices, and regulatory updates.
3.54.030 A-E	Bureau Responsibility and Authority	Updated language to reference use of Risk Management’s template and consulting services. Updated language to submit the Plan to Risk Management for review instead of the Committee.	Updated language to reflect alignment with best practices.
3.54.040 A-E	Loss Control and Prevention Advisory Committee Responsibility and Authority	Removed this section.	Risk Management proposes to take on the responsibilities of this committee. A new, internal committee to address citywide loss prevention is discussed in Administrative Policy 11.01 Loss Prevention.