

Administrative Policy 11.01 Loss Prevention Policy

I. INTRODUCTION

The City of Portland has significant occupational safety and health responsibilities for the protection and well-being of personnel. Ensuring the occupational safety of personnel is critical to the City's financial stability and operations, as well as regulatory compliance.

This Policy provides a framework for improving the City's safety and loss prevention management systems and safety culture. The commitment, involvement, and accountability of Council, Bureau Directors, and City employees is key to minimizing the City's loss exposure.

This Policy is applicable to all City bureaus and offices, including elected official offices.

II. DEFINITIONS

- a. "Bureau" includes all City bureaus and offices, including the offices of elected officials.
- b. "Bureau Director" includes directors of City bureaus or offices, and Commissioners-in-Charge.

III. LOSS PREVENTION PLANS

Bureau Directors shall be accountable to develop, implement, monitor, and report on their bureau Loss Prevention Plan. The Plan shall be directed toward achieving a safe and healthy workplace for City employees and for delivery of safe and efficient services. The Loss Prevention Plan template provides a framework for bureaus to develop their plan and address work-related injuries and illnesses.

IV. MEASUREMENTS

The Loss Prevention Plan shall establish work activities in support of Oregon Occupational Safety and Health Administration (OR-OSHA) Loss Prevention Efforts. Bureaus shall report on loss prevention effort accomplishments using Risk Management's Loss Prevention Plan Reporting Form.

A loss prevention report, prepared by Risk Management, shall be presented to and discussed with City leadership. The report may include:

- Bureau accomplishments in safety and loss prevention.
- Historical analysis of number and value of claims by cause, frequency, and severity.
- Historical analysis of fleet incidents and costs.
- Summary of significant trends.

V. ROLES AND RESPONSIBILITIES

The City of Portland is required to comply with Oregon Administrative Rule (OAR) 437-

001-0760 Rules for All Workplaces, which outlines employer and employee responsibilities. In addition to those regulatory requirements, the City has the following roles and responsibilities:

City Council

- Provide strategic leadership and resources to promote a culture that values health, safety and loss prevention.
- Place a high priority on funding for implementation of loss prevention activities.
- Hold Bureau Directors accountable for their bureau's performance and for requesting appropriate funding for safety and loss prevention activities.

Bureau Directors

- Ensure management commitment to health and safety through adoption of the bureau Loss Prevention Plan and ensure adherence to Rules for All Workplaces in accordance with OAR 437-001-0760.
- Provide visible leadership in developing a safety and loss prevention culture in the bureau.
- Advocate for appropriate funding for safety and loss prevention activities.
- Ensure employee awareness and familiarity of City and bureau expectations regarding safety and loss prevention by effectively explaining and providing appropriate City and bureau policies, goals, and objectives.
- Support assigned bureau staff to develop, implement, monitor, and report on the Loss Prevention Plan.
- Ensure employees are provided adequate safety and loss prevention training and education, as necessary for their work responsibilities and duties.
- Hold managers and employees accountable for their performance in safety and loss prevention by:
 - Addressing identified areas of concern.
 - Providing reward/recognition where appropriate.
- Advocate for sufficient resources to implement the Loss Prevention Plan.

Bureau Managers and Supervisors

- Provide visible leadership in developing a safety and loss prevention culture within crew, division, work-team or unit.
- Ensure employee awareness and familiarity of City and bureau expectations regarding safety and loss prevention by effectively explaining and providing appropriate City and bureau policies, goals and objectives.
- Ensure employees are provided adequate safety and loss prevention training and education, as necessary for their work responsibilities and duties.
- Foster open lines of communication by encouraging employee contribution of ideas, observations, and recommendations for safety and loss prevention improvement opportunities.
- Advocate for sufficient resources to implement the Loss Prevention Plan elements.
- Provide reward/recognition where appropriate.

All Employees

- Actively support the City's Loss Prevention Policy and the Bureau Loss Prevention Plan.
- Be accountable in safety issues.
- Contribute ideas, observations and recommendations for safety and loss prevention improvement opportunities.
- Report hazardous conditions or practices as soon as practicable to the person in charge or the employer.

Risk Management

- Provide consultation to bureaus in the development and implementation of Loss Prevention Plans.
- Provide technical assistance to bureaus for regulatory compliance.
- Provide citywide and bureau specific loss data.
- Prepare a citywide loss prevention report for City leadership.

Bureau Safety Representatives

- Actively support the City's Loss Prevention Policy and the Bureau Loss Prevention Plan.
- Serve as safety and loss prevention consultant for the bureau.
- Represent the bureau on safety and risk management committees, as assigned.
- Ensure bureau management awareness and familiarity of City and bureau expectations regarding safety and loss prevention by effectively explaining and providing appropriate City and bureau policies, goals and objectives.
- Regularly report the status of the Loss Prevention Plan implementation and progress to bureau management.
- Provide Risk Management information on Loss Prevention Plan accomplishments.
- Advocate for sufficient resources to implement the Loss Prevention Plan.
- Provide reward/recognition where appropriate.

Loss Prevention Committee

- The committee members consist of Risk Management staff and Bureau Director designees.
- Promote a culture within the City, which values health, safety, and loss prevention.
- In collaboration with Risk Management, review, develop, and implement loss prevention policies and procedures, including any changes to this policy.
- Attend and actively participate in meetings. Be willing to network and share information with other members.
- Review City trend data, as appropriate.

VI. ACCOUNTABILITY

Safety and loss prevention are the responsibility of each City employee, as outlined in Section IV above. Bureaus will include how to address accountability in their Loss Prevention Plans. Bureaus are expected, where not precluded in labor agreements, to include safety and loss prevention in performance evaluations.