

RISK MANAGEMENT
2023 MID-YEAR BUDGET REVIEW

Property & Liability Management, Loss Control

- Continued to log safety data sheets and audit the system.
- Completed annual safety testing requirements including the respirator medical surveillance program and respirator fit testing for all employees who are required to wear respirators. Annual hearing tests were completed on-site in the fall to ensure compliance with the hearing conservation program.
- As of July 19, 2023, reviewed 76 special events to assure adequate risk transfer to the event sponsor.
- As of July 19, 2023, reviewed around 131 City service and construction contracts to ensure adequate risk transfer to the applicable contractor/vendor.
- Reviewed and suggested changes to the following policies: City Hall Emergency Procedures and Blood Borne Pathogens (annual review).
- Completed building safety audits at the following locations (as of July 19, 2023): PRFM Maintenance Building Erb Pool, Mead Pool and Schieg Building.
- Pursued subrogation and restitution for damage to City property caused by third parties. As of July 19, 2023, \$20,356 has been recovered for losses that occurred in 2022 and 2023.
- Utilized data from risk information management system and various loss runs to identify loss-trend issues for the organization. This loss history information was reviewed with City leadership and included several suggested loss prevention and loss reduction strategies.
- Facilitated both central and City Hall safety committee meetings. Attended several departmental safety committee meetings on a regular basis.
- Continued working with departments on root cause analysis of city accidents/incidents.
- Completed the following safety training during 2023: OSHA 30-hour course for various city supervisory staff (scheduled for early winter 2023), training review regarding city hall emergency procedures, forklift train-the-trainer for various city personnel, various safety training for utilities department staff, driving safety review for Health and CEDD and confined space training.
- Coordinated with CVMIC loss control representative on the following items: DPW and PRFM jobsite safety visits, fume hood inspections for Utilities and Police, multiple training sessions during DPW's safety training days, and playground safety inspection training for various parks maintenance staff.
- Coordinated with an industrial hygienist to perform air sampling and an assessment of these samples for lead and silica exposure for several work processes. This was partially funded with \$2,000 that was won through CVMIC's 2022 spotlight submission program.
- Participated in several new employee and new supervisor training sessions where various risk management topics were covered.
- Utilized CVMIC's LEARN (web-based training system) to develop safety lesson plans for all City departments (except for the Fire Department). These lesson plans contained several required safety topics as well as various loss control topics (e.g., Defensive Driving, Protecting Municipal Employees for Opioid Exposure, etc.).
- Formed committee to review and implement recommendations from APD's security assessment for city hall.
- Worked with City IT Department and commercial liability insurance carrier to correct issues with remote desktop system application. With the correction of this issue, our 2023 deductible for cyber liability was reduced from \$400,000 per occurrence to \$200,000 per occurrence.