

RISK MANAGEMENT 2024 MID-YEAR BUDGET REVIEW

Property & Liability Management & Loss Control Notable Items Completed (1st half-2024):

- Continued to log safety data sheets and audit the system.
- Annually required hearing tests, respirator fit tests and respirator medical evaluations are completed in the late summer to ensure compliance with our respiratory protection and hearing conservation program.
- As of July 1, 2024, reviewed 73 special events to assure adequate risk transfer to the event sponsor.
- As of July 1, 2024, reviewed around 117 City service and construction contracts to ensure adequate risk transfer to the applicable contractor/vendor.
- Reviewed and suggested changes to the following policies: Blood Borne Pathogens (annually required review), Vehicle Use, Fall Protection (re-wrote entire police), Asbestos Safety, City Hall Closure-Incident Weather Procedures, Security Access Badge and Visitor Access Policy. Policies to be reviewed yet during 2024 includes: Generative AI Use and Accident/Incident Reporting and Investigation.
- Assisted with emergency procedures for Parks & Recreation new dance studio location.
- Completed building safety audits at the following locations (as of June 1, 2024): Library (temporary location), Water Plant, Wastewater Plant, Parks & Recreation Maintenance Building, Fire Stations #1 and #6 and Erb Pool.
- Assisted the Utility's Department with hire of new Safety and Training Coordinator position.
- Pursued subrogation and restitution for damage to City property caused by third parties. As of June 1, 2024, \$15,408 has been recovered for losses that occurred in 2023 and 2024.
- Facilitated both Central and City Hall safety committee meetings as well as the City Hall security 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 2024: OSHA 30-hour course for various city supervisory staff, confined space training for DPW, Utilities and Parks & Recreation employees, OSHA 10-hour course for city employees from various departments, and silica safety training during DPW's multiple training days.
- 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 worksite inspections for DPW.
- Participated in several new employee training sessions where various risk management topics were covered.
- Completed safety culture survey with city leadership with several recommended actionable items to improve our safety culture.
- Coordinated and compiled information to have biennial actuary analysis performed of our risk management program.