

## **LOSS PREVENTION**

Preventing a loss is far less expensive than paying for the consequences of that loss. In addition, loss prevention avoids the non-economic losses of employee pain and suffering, thereby improving morale and work efficiency.

YCPARMIA employs a Loss Prevention Analyst, a safety professional who provides or coordinates the following loss prevention services:

- conducts periodic Cal/OSHA type inspections;
- reviews Workers Compensation reports (Form 5020) to determine if there are injury trends or other situations and provides necessary followup;
- teaches safety training courses for entity employees and supervisors;
- investigates workplace accidents;
- conducts ergonomic evaluations of employee workstations and procedures;
- acts as a professional safety advisor to all entity safety committees;
- conducts special surveys, noise levels, indoor air quality, etc.
- coordinates annual hearing tests for entity employees as required by Cal/OSHA;
- provides safety video library for entity use;
- performs playground safety inspections;
- assists entities writing safety plans;
- provides other safety assistance upon request of individual entity.

These loss prevention efforts make the YCPARMIA Loss Prevention Analyst “highly visible” and accessible to employees, supervisors and department heads in the various entity work areas.

The analyst makes every effort to keep each YCPARMIA Board member informed of YCPARMIA loss prevention activities and potential issues happening in their entity.

A more complete descriptive listing of loss prevention services provided to member entities follows:

### Inspections

Upon request, a Cal/OSHA type walk-thru safety inspection is conducted at every office building, facility, complex, park site, swimming pool, ballfield, institution, wastewater plant, water plant, water well, sewer lift station, playground equipment, corporation yard, library, police and fire station, jail, firing

range, juvenile hall, garage, warehouse, and any other property owned or leased by an entity in YCPARMIA. High exposure facilities will be inspected annually, other facilities will be inspected upon request.

The Loss Prevention Analyst is a Certified Playground Safety Inspector, qualified to perform playground safety audits in compliance with the California Health & Safety Code and with Title 22 of the California Code of Regulations. All new playgrounds are inspected to insure that they meet the current safety regulations, as well as the safety standards of the CPSC and ASTM.

When the inspection is complete, a written report is given to the appropriate department head, with a copy to the entity board member.

Special inspections are conducted from time to time focusing on resolution of immediate problems, or compliance with new government agency ruling or code changes.

#### Safety Training

YCPARMIA has established a number of routine and specialized safety training classes for entity employees and supervisors conducted at YCPARMIA. Except where indicated, these classes are at no charge to the entity. Generally speaking, they fill a specific training need required by law not otherwise available in the entity. Schedules and registration forms are widely distributed twice a year to entity departments.

Routine courses include:

- Red Cross Standard First Aid with CPR;
- Refresher First Aid and CPR classes;
- CPR for Professional Rescuers (Title 22);
- Child/Infant CPR;
- Fork Lift, or Backhoe or Aerial Lift Safety (about \$25);
- Driver Awareness; and
- Incident/Accident Investigation for Supervisors

Other safety training is provided when appropriate, or when requested by one of our entities.

#### Entity Safety Committees

The Loss Prevention Analyst attends monthly entity safety committee meetings as an advisor to the committee. In addition, YCPARMIA sponsors periodically a meeting of all entity safety committee chairpersons. This meeting encourages both cooperation and sharing of safety ideas among our members.

### Special Investigations

From time to time YCPARMIA receives an injury/illness report, which requires greater investigation as to causes and corrective actions. At the direction of the CEO/Risk Manager or the request of the entity, the LPA will conduct an investigation. Entity Board members are kept informed. A cooperative spirit is always the goal in resolving and correcting difficult situations involving hazardous conditions and/or employee personnel matters related to the injury report.

### Surveys

Surveys are conducted as the need arises on a wide range of specific safety issues. In the past, these have included identification of building materials containing asbestos; work site noise level determinations with the use of a noise level meter; and indoor air quality analysis.

Ergonomics is becoming a major issue at the work site. Employers must make the work environment fit the employee, not vice versa. The Loss Prevention Analyst surveys individual office work stations to ensure that equipment is appropriate for the work performed, and is properly adjusted. It is anticipated that this effort will help to prevent such needless injuries as carpal tunnel syndrome, tendinitis, etc.

### Hearing Tests

Cal/OSHA Safety Orders require employers to provide annual hearing tests to employees exposed to noise levels in the workplace greater than 85 decibels. Generally speaking, employees affected include public works, police, fire, parks and building and grounds maintenance personnel. The Loss Prevention Analyst makes arrangements with a local area hearing test provider to schedule and perform audiometric tests. Results are given to YCPARMIA who then distributes the results to the various entity departments who must keep them on permanent file. If an employee sustains a hearing loss, then the annual hearing test results will help determine if it is job-related.

### Respirator Fit Testing

Cal/OSHA Safety Orders require employers to provide annual respirator fit tests to all employees who are required to wear respirators. Respirators are generally worn by workers in Public Works, Police, Fire, and Public Health departments. The Loss Prevention Analyst performs fit testing on request for all affected workers.

### Video Library

YCPARMIA maintains a large safety video library with over 600 titles. Entity departments are encouraged to utilize these free rental videos to enhance their safety training programs. Videos can be ordered by telephone or email and can be either picked up or delivered. A listing of available videos are located on the website at [www.ycparmia.com](http://www.ycparmia.com).

Each year, the LPA prepares a series of monthly training programs for departments who choose to participate in a monthly safety training program. Each program includes a short safety video, employee handouts, discussion questions, and other materials to facilitate an effective training session.

#### Government Safety Regulatory Matters

The Loss Prevention Analyst stays well informed on proposed and new laws, safety code changes, and federal and state agency rulings.

As the new laws, code changes and rulings are proposed and take effect, YCPARMIA will inform member entities of how they will be affected by these changes. Significant recent changes include Process Safety; Lock-Out Tag-Out; Respiratory Safety; Confined Spaces; Playground Safety; Commercial Driver's License (CDL) Drug And Alcohol Mandatory Testing; and others.

#### Special Entity Requests

Every effort will be made to accommodate requests from an entity for direct assistance in a particular safety matter.

In the past, these have included writing and/or developing safety plans, site hazard evaluation, presenting a special training course for an entire department, safety audit, new equipment for noise level measurement, certified forklift operator training, etc.

# VIDEO LIBRARY

## Videos available to member entities and their employees

Over 600 titles available on our website. Many titles are now available in DVD format.

### **INSTRUCTIONS:**

- Go to website [www.ycparmia.org](http://www.ycparmia.org)
- Open VIDEOS
- Search for video(s) you would like to borrow
- To Order video  
Phone (666-4456) OR Email (rdonoho@ycparmia.org)
  - **Information Needed**
    - *Video Number and Title*
    - *Do you want the paperwork that goes with the video, if applicable?*
    - *Your Name*
    - *Department*
    - *Phone Number*
    - *When do you need the video?*
    - *How long do you need the video?*
- Video can either be picked up or delivered

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