

# Safe-Wise<sup>SM</sup>

Experience • Knowledge • Insight

## Risk Management Program Considerations

### **Accident/Incidents:**

1. Claims management and review
2. Communicated practices
3. External reporting
4. Prevention procedures
5. Regular review of reports
6. Written procedures

### **Administrative/HR:**

1. Employee/Volunteer Screening
  - a. Criminal Background Check
  - b. Reference Check
  - c. Application
  - d. Interviewing
  - e. Motor Vehicle Reports
2. Personnel Files
  - a. All Employees/Volunteers
  - b. Signed Code of Conduct
  - c. Training/Certification
  - d. Duties/Performance Standards
  - e. Staff Discipline/Recognition

### **Emergency Preparedness and Response:**

1. Chain of command
2. Communications
3. Continuity
4. Emergency Action Plan – site specific
5. Emergency Drills
6. Evacuation Drills semi-annually

### **Facilities and Equipment:**

1. Inspections
2. Maintenance
3. Security
4. Vehicles

### **Finance:**

1. Auditing
2. Bonding
3. Insurance
4. Management procedures

### **Health:**

1. Communicable Disease
2. Environmental Hazards

### **Image:**

1. Community communication
2. Intellectual property
3. Tax status

### **Organizational Plan:**

1. Governance
2. Risk Leader/Safety Officer
3. Roles and responsibilities
4. Safety Committee/Team

### **Policies:**

1. Aquatic
2. Bloodborne Pathogens
3. Child Abuse Prevention
4. Crisis Communication
5. Facility use (owned and non-owned)
6. Hazard Communication
7. Health and Communicable Disease
8. Lockout/Tag-out
9. Return to Work Program
10. Risk Management Policy
11. Sexual Harassment
12. Transportation
13. Workplace Violence Prevention

### **Risk Transfer:**

1. Certificates of Insurance
2. Facility Rentals
3. Insurance
4. Waivers
5. Written Agreements

### **Technology:**

1. Data security
2. Online behaviors

### **Training:**

1. Child Abuse Prevention
2. Driver training
3. Hazardous Duty
4. In-Service trainings
5. Licensing requirements
6. Local requirements
7. New Staff Safety Orientation
8. OSHA requirements
9. Position specific training
10. Supervisor's training