

ILLINOIS PUBLIC RISK FUND
GENERAL LOSS CONTROL PROCEDURES

INTRODUCTION

This Statement of Procedures is intended to be a description of the Loss Control Program of the City of Warrenville (hereinafter referred to as the "City"). The City will use its best efforts to administer the program as outlined herein; however, the City cannot guarantee that every procedure listed herein will be performed in every case. The City cannot represent that performing all of the procedures listed herein will identify every hazard or assure that no other hazards exist.

1. At minimum, the City's Loss Control Program will include the following:
 - a. Appointment of a safety coordinator.
 - b. Adoption of appropriate management responsibilities.
 - c. Implementation of applicable safety rules.
 - d. Establishment of a safety committee to assist in program development.
 - e. Investigation of all employee accidents.
 - f. Performance of inspections as deemed appropriate.
 - g. Establishing necessary training for employees.
 - h. Instituting appropriate work procedures.
2. The City may receive Loss Control Visits by a Loss Control Representative. Visits can include a survey which will consist of an evaluation of the existing safety program and a review of problem areas; training; or consulting services. The amount of service or other assistance will be based on need, primarily loss experience, and/or an unsatisfactory Loss Control Evaluation.

The City shall be responsible for:

1. Providing designated management personnel who are in a position of authority to administer the Loss Control Program and are familiar with the safety and health objectives of the organization. This person should accompany the Loss Control Representative during the survey.
2. Handling internal distribution of Loss Control Reports and related correspondence.
3. Informing the Loss Control Representative, at the time of the survey or soon thereafter, about questions or problems in complying with recommendations and working with the Loss Control Representative to find alternative methods for responding to recommendations if conventional procedures present problems.
4. Completing all recommendations within the time agreed upon between the Loss Control Representative and the City's designated representative.