

# RISK MANAGEMENT



## FUNCTION:

Risk Management performs all functions related to safety and health programs. The risk division is responsible for the administration and analysis of the County's Workers' Compensation and General Liability coverage.

## ACTIVITIES:

- Process and monitor all County and Enterprise employee workers' compensation claims
- Process and monitor all General liability, Auto, and Property claims
- Administer the County's workers' compensation self-insured program
- Maintain self-insured compliance and reporting with the Maryland Workers' Compensation Commission
- Develops and monitors loss prevention programs
- Coordinate with departments to ensure that employee required training is conducted
- Provide departments with materials, videos, handouts, and timely safety and health bulletins
- Arrange and coordinate outside trainers related to the class of instruction
- Maintain CPR/AED instructor certification to provide training to employees for installation of AED's in County buildings.
- Provide orientation to new employees included on the County's Exposure Control/Bloodborne Pathogen Plan
- Monitor County buildings for fire and emergency evacuation route posting, fire drills, and assignment of evacuation coordinators
- Update and maintain complete listings of all covered properties, buildings, autos, equipment, underground storage tanks, boilers and machinery
- Oversee County's Airport and Taxi Boat insurance coverages
- Continually analyzes the County's blanket of insurance to provide sufficient coverage according to policy and procedure and cost effectiveness
- Initiate and renew employee bonds according to regulation

- Track and review Contractor certificates of insurance and/or sole proprietorship status
- Conduct on site hazards assessments for OSHA guidelines and regulations
- Conduct scheduled insurance building surveys
- Track annual Building Inspection reports, monitor departments/tenants for corrective action and compliance
- Conducts annual review of all established safety policies and procedures
- Coordinate the Employee Safety Committee providing support and oversight in efforts of the committee
- Coordinate Loss Control Team meetings and follow up on new initiatives
- Maintain, update, and post the OSHA 300 and 300A in accordance with regulation
- Provide a quarterly Risk and Safety Newsletter to all county employees and Enterprise

**OBJECTIVES:**

Ensure that the County has an effective safety and health management program that economically benefits St. Mary's County Government in order to reduce costs occurred during work-related injuries and illnesses.

**PLAN OF ACTION:**

Risk Management plans to continue the involvement and commitment dedicated to developing and implementing the health and safety program. Continue to review and monitor all Worker's Compensation Claims in order to apply training as needed to pinpoint areas that have caused significant losses. Maintain OSHA compliance by conducting on site assessments, accurately updating OSHA logs and ensuring proper posting requirements.