ORM / Sedgwick
Loss Prevention 2024

2024 Office of Risk Management Annual Conference

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Risk Services Manager
Sedgwick

Overview

- Risk Services
- Loss Prevention Program
- Resources
- Consultants

Sedgwick Loss Prevention

- Services we provide:
  - Full Audits – every 3 years
    - Scope
    - Purpose
    - Findings and Results
  - Compliance Reviews – conducted in between Full Audit years
    - Scope
    - Purpose
    - Findings and Results

TOP 10 Full Audit Essential Recommendations FY 2022-2023

1. Distribute safety rules annually to all employees (14.0%)
2. Conduct and document employee awareness/training (11.2%)
3. Driver list verified by Official Driver Records is available (10.4%)
4. DA 2054 forms available on all authorized drivers (10.4%)
5. Conduct documented employee awareness on BBP (9.8%)
6. Hazard Communication training (9.2%)
7. Official Driver Records available on all authorized drivers (9.2%)
8. Hazard Communication new label elements and SDS (9.0%)
9. Vehicles in safe operating condition & monthly checklist (9.0%)
10. Written procedures re: investigating property and/or negotiable item losses/damages to prevent recurrence (7.8%)

TOP 10 Compliance Review Essential Recommendations FY 2022-2023

1. Conduct documented BBP Training - High-Risk annually (15.8%)
2. Distribute safety rules annually to all employees (12.8%)
3. Conduct documented BBP Training - High-Risk within 90 days of hire (11.9%)
4. Signed and dated driver list verified by ODR (11%)
5. Conduct monthly vehicle inspections (9.2%)
6. Signed and dated authorized drivers - DA2054 (9.2%)
7. Safety Program presented during orientation and documented (8.4%)
8. Safety Responsibilities presented (orientation and changes) (7.5%)
9. DA WC4000 completed and copy maintained (7.5%)
10. Accurate HazCom list updated annually and maintained at site (6.8%)

Top 10 Full Audit Findings

See Appendix A

- **1.1.3.1 Have Safety rules been: Distributed, documented, and posted?**
  - Distribute safety rules annually to all employees (14.0%)
- **1.5.1.3 Documented Transitional Return to Work policy once every 5 years.**
  - Conduct and document employee awareness/training every 5 years. - (11.2%)
- **2.4.1 Signed and dated list of drivers with Official Driving Record (ODR) forms?**
  - Driver list verified by Official Driver Records is available (10.4%)
- **2.4.2 Are DA 2054 signed and dated annually, available for review?**
  - DA 2054 forms available on all authorized drivers (10.4%)
- **1.6.3 Documented training/policy on low-risk BBP every five (5) years?**
  - Conduct documented employee awareness on BBP (9.8%)

Top 10 Full Audit Findings

(Continued) See Appendix A

- **1.8.5 Documented training on all components of the hazard communication program annually?**
  - Hazard Communication training (9.2%)
- **2.4.3 Official Driving Records (ODR), reviewed annually, available for review?**
  - Official Driver Records available on all authorized drivers (9.2%)
- **1.8.9 Documented training on hazard communication with label and safety data sheet?**
  - Hazard Communication new label elements and SDS (9.0%)
- **2.2.1.3 Percentage of fleet inspected?**
  - Vehicles in safe operating condition & monthly checklist (9.0%)
- **3.1.6 Procedures for investigating losses of property/negotiable items?**
  - Written procedures re: investigating property and/or negotiable item losses/damages to prevent recurrence (7.8%)

Top 10 Compliance Review Findings

See Appendix B

- **CR - 1.6.4.2 Documented training on BBP/Agency's policy - high-risk annually?**
  - Conduct documented BBP Training - High-Risk annually (15.8%)
- **CR - 1.1.3.1 Have rules been: Distributed ANNUALLY (to ALL EMPLOYEES documented, and posted?**
  - Distribute safety rules annually to all employees (12.8%)
- **CR - 1.6.4.1 Documented training on BBP/Agency's policy) - high-risk within 90 days of hire?**
  - Conduct documented BBP Training - High-Risk within 90 days of hire (11.9%)
- **CR - 2.4.1 Signed/dated list of drivers with Official Driving Record (ODR)?**
  - Signed and dated driver list verified by ODR (11%)
- **CR - 2.2.1.3 Percentage of fleet inspected?**
  - Conduct monthly vehicle inspections (9.2%)

Top 10 Compliance Review Findings

(Continued) See Appendix B

- **CR - 2.4.2 Driver Authorization/DA 2054 signed/dated annually, available?**
  - Signed and dated authorized drivers - DA2054 (9.2%)
- **CR - 1.1.1.3 Program presented to new employees and documented?**
  - Safety Program presented during orientation and documented (8.4%)
- **CR - 1.1.2.1 Documented safety responsibilities presented new employees during orientation and/or assignment to a new position?**
  - Safety Responsibilities presented (orientation and changes) (7.5%)
- **CR - 1.5.4.1 DA WC4000 available for review?**
  - DA WC4000 completed and copy maintained (7.5%)
- **1.8.3.7 List of hazardous materials, updated annually, and is available?**
  - Accurate HazCom list updated annually and maintained at site (6.8%)

In-Common Top Findings

- **CR - 1.1.3.1 Have these rules been: 1). distributed ANNUALLY (via printed copy and/or electronically) to ALL EMPLOYEES with such action documented, and 2). posted in the facility for review by ALL EMPLOYEES?**
  - Distribute safety rules ANNUALLY (via printed copy and/or electronically) to ALL EMPLOYEES with such action documented, and 2). post in the facility for review by ALL EMPLOYEES. Compliance Review – 12.01%; Full Audit – 10.35% (Total – 22.36%)
- **CR - 2.4.1 Is there a signed and dated list of approved or unapproved drivers verified by the Official Driving Record (ODR) forms?**
  - Ensure a signed and dated driver list of either approved or unapproved drivers verified by Official Driver Records is available. Compliance Review – 10.35%; Full Audit – 7.66% (Total – 18.01%)

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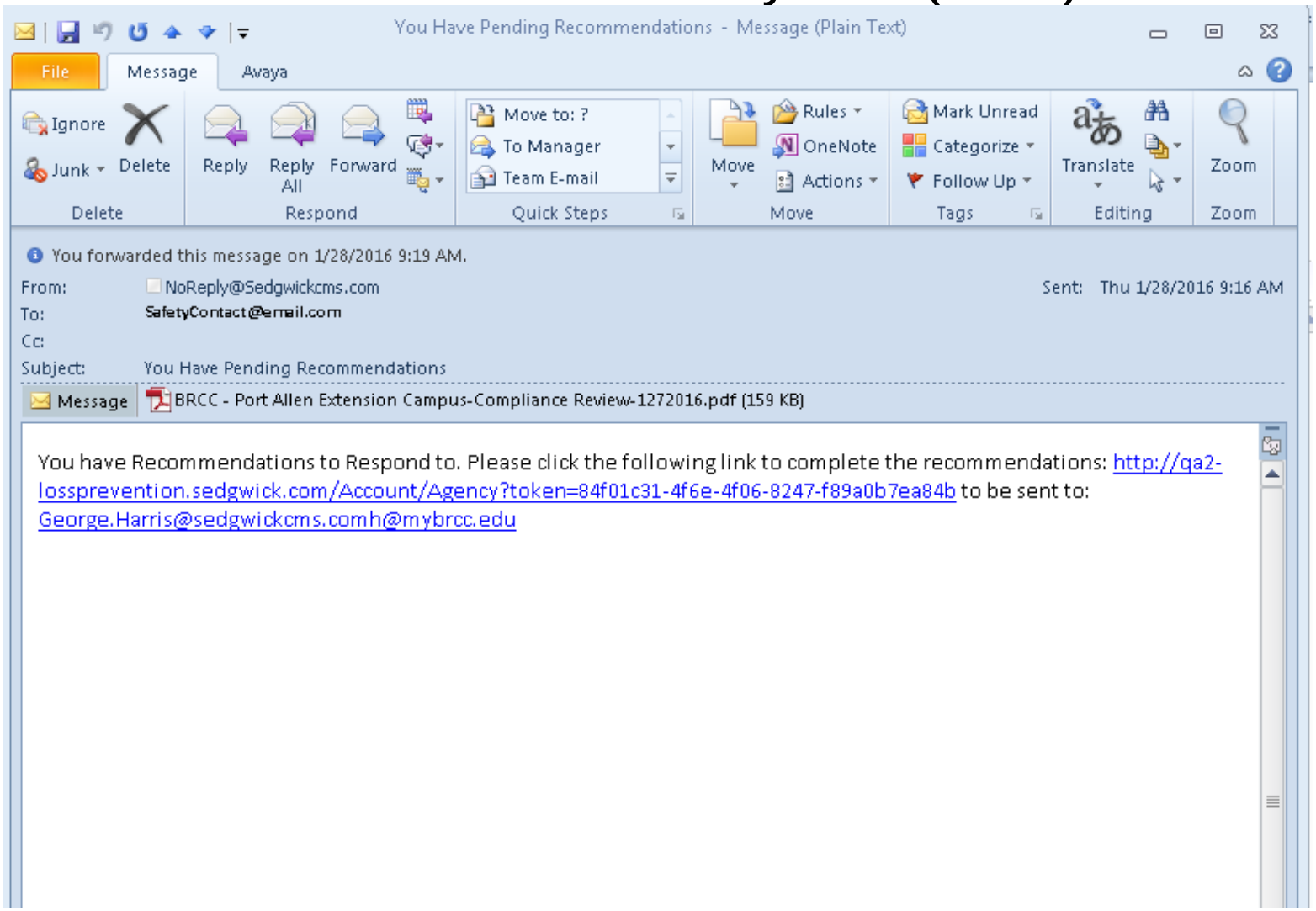
Loss Prevention Audit System (LPAS)



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Loss Prevention Audit System (LPAS)

Loss Prevention

Audit Response

Audit ID: 380

Satus: Pending Response
Audit Begin Date: 01/15/2016
Site Visit Date: 01/18/2016
Audit End Date: 01/22/2016
Agency: 0232A Military Affairs - Esler Field
Audit Type: Compliance Review
LPO: Cheryl Turrentine

Audit Section	Recommendations	Response	Approved
1 General Safety	2	1	0
2 Driver Safety	0	0	0
3 Bonds, Crime, & Property	0	0	0
4 Equipment Management	0	0	0
5 Water Vessel	0	0	0
6 Flight Operations	0	0	0

Actions ▲ Close

Loss Prevention Audit System (LPAS)

Loss Prevention

QC Audits / Overview

Audit ID: 380

Status: Pending Response
Site Visit Date: 01/18/2016

Agency: 0232A Military Affairs - Esler Field
Audit Type: Compliance Review
LPO Cheryl Turrentine

Audit Response

1 General Safety

Question
1.2.2 How many documented safety meetings have been conducted at this agency during the most recently completed audit/Compliance Review period?
Answer
1-2
Recommendation
Safety Meetings Conduct and document (via hard copy, electronic confirmation) all required number of safety meetings based on the agency's classification. It is required that Class B agencies meet quarterly.
need more trainings - 1/13
Response
Response will be entered here

Cancel Save

Question
1.3.2.3 Class B: What percentage of documented inspections were conducted during the most recently completed audit/Compliance Review period?
Answer
90-94%
Recommendation
Safety Inspections Conduct and document all required number of safety inspections. It is required that class B agencies inspect quarterly.
good- 1/13/16
Response

SEDGWICK LOSS PREVENTION

- Services we provide:
  - Facility Walkthroughs
    - Part of all Full Audits and Compliance Reviews
    - All facilities not included in Audit Schedule
    - Scope
    - Purpose
    - Findings and Results
    - Implications

SEDGWICK LOSS PREVENTION

- Services we provide:
  - Consultations
    - Audit Preparation
    - Policy development
    - Procedures development
    - Safety Assessments
    - Exposure determinations
    - Risk Mitigation
    - Special Requests

SEDGWICK LOSS PREVENTION

- Services we provide:
  - Accident Investigations
    - Onsite Investigations
    - Telephonic Assistance
    - Procedural Analysis
    - Procedural Development
    - Root Cause Analysis

SEDGWICK LOSS PREVENTION

- Services we provide:
  - Training
    - ORM Training Programs
      - Loss Prevention Program
      - Accident Investigation
      - Safety Inspections
      - Safety Meetings
      - Supervisor Responsibilities
      - Job Safety Analysis
    - Specialized Training
      - Forklift Operator Certification
      - Bloodborne Pathogens

SEDGWICK LOSS PREVENTION

- Services we provide:
  - Service Plans (Formerly TRIP)
    - Mandated Agencies
      - Loss Analysis
      - Trend Identification
      - Policy and Procedures Modifications
      - Customized Training

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State of Louisiana
Division of Administration
Office of Risk Management
LAORM Website for State Agencies

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Video Loan Policy

To request a video, email us at laorm.lp@sedgwickcms.com. Loss Control videos will be mailed out to the agency via UPS and are required to be returned to Sedgwick CMS by certified mail with a tracking number.

At the end of the two week period, if an agency needs additional time, they must send an email to laorm.lp@sedgwickcms.com for an additional two week extension. If another agency is on a waiting list for a particular video that is currently loaned out, an extension may not be granted.

Return videos to the address provided in the package when you receive a video. If you cannot find the address, please call (225) 368-3500 for further instructions.

Loss Control Video Library

- Accident - Slips, Trips, Falls
- Americans with Disabilities
- Back Safety
- Corrections
- Defensive Driving
- Emergency Preparedness/Disaster
- First Aid
- Holiday Safety
- Hospital Safety
- Industrial Safety
- Kitchen Safety
- Lab Safety
- Miscellaneous
- Office Safety
- Safety Management
- Sexual Harassment
- Substance Abuse
- Violence in the Workplace

To Request a video, email Sedgwick at
laorm.lp@sedgwickcms.com

SEDGWICK LOSS PREVENTION CONTACTS

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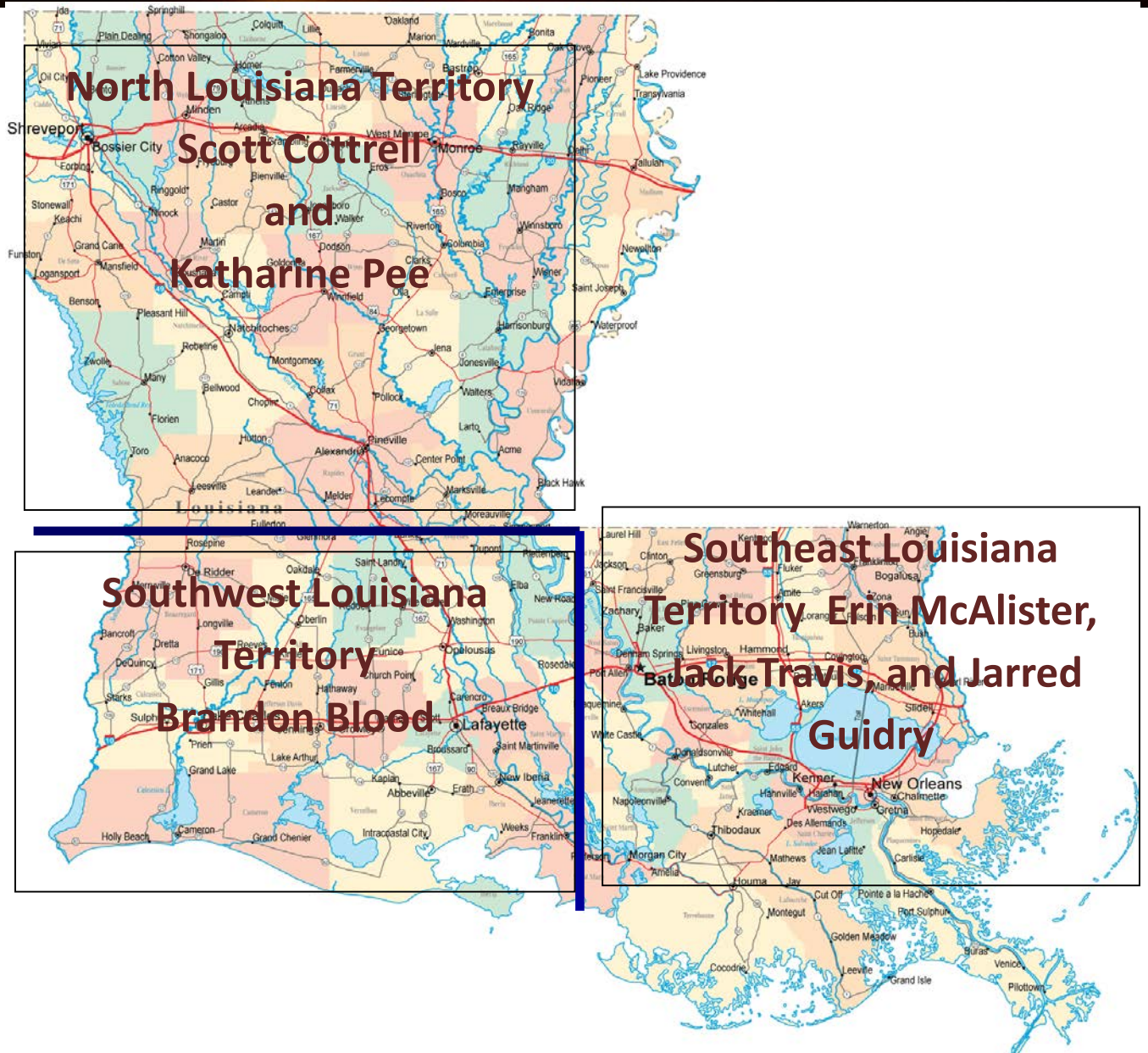

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State of Louisiana
Division of Administration
Office of Risk Management
LAORM Website for State Agencies

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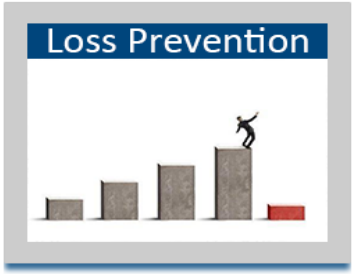

2016 ORM Conferences - January 26th and 27th, February 2nd and 3rd, February 16th and 17th
To get more information click the link below
http://www.doa.la.gov/Pages/orm/conferences.aspx

Contact Sedgwick regarding all claim matters at (225) 368-3500 or toll free at (844) 717-5566

Welcome to the LAORM website for Louisiana State Agencies. *This website is a resource to provide information regarding Loss Control, Claim Reporting, and Loss Analysis.*

ABOUT SEDGWICK

Sedgwick Claims Management Services, Inc., is the leading global provider of technology-enabled claims and productivity management solutions. Sedgwick and its affiliated companies deliver cost-effective

OBJECTIVE

The objective of this website is to guide visitors through the processes and features of the Sedgwick program for ORM employees, State Agency users, Claimants and Providers.

HELPFUL LINKS

Training for viaOne Client can be accessed **here**

To access viaOne view, please click **here**.

QUESTIONS?

Appendix A

- **1.1.3.1 Have these rules been: 1). distributed ANNUALLY (via printed copy and/or electronically) to ALL EMPLOYEES with such action documented, and 2). posted in the facility for review by ALL EMPLOYEES?**
  - Distribute safety rules ANNUALLY (via printed copy and/or electronically) to ALL EMPLOYEES with such action documented, and 2). post in the facility for review by ALL EMPLOYEES. - 14.01%
- **1.5.1.3 Is the agency conducting documented awareness/training on its Transitional Return to Work policy once every five (5) years thereafter.**
  - Conduct and document employee awareness/training once every 5 years after initial employee awareness/training. - 11.20%
- **2.4.1 Is there a signed and dated list of approved or unapproved drivers verified by the Official Driving Record (ODR) forms?**
  - Ensure a signed and dated driver list of either approved or unapproved drivers verified by Official Driver Records is available. - 10.36%
- **2.4.2 Are Driver Authorization forms (DA 2054 or other form), that have been signed and dated annually, available for review?**
  - Ensure DA 2054 forms that have been signed and dated annually are available on all authorized drivers. - 10.36%

Appendix A (Continued)

- **1.6.3 Is the agency conducting documented employee awareness (i.e., training AND the agency's policy) on BBP for low-risk employees at least once every five (5) years thereafter?**
  - Conduct documented employee awareness (i.e., training AND the agency's policy) on BBP for low-risk employees at least once every 5 years after initial orientation training. 9.80%
- **1.8.5 Is the agency conducting appropriate documented employee training on all components of the hazard communication program, including the hazardous material inventory list and Safety Data Sheets (SDS), at least annually?**
  - Conduct appropriate employee training in Hazard Communication annually. - 9.24%
- **2.4.3 Are Official Driving Records (ODR), which have been reviewed annually, available for review?**
  - Ensure Official Driver Records that have been reviewed annually are available on all authorized drivers. - 9.24%

Appendix A (Continued)

- **1.8.9 Is the agency conducting appropriate documented employee training on hazard communication with regard to the new label elements and safety data sheet formats now required of all hazardous materials manufacturers?**
  - Conduct appropriate documented Hazard Communication employee training with regard to the new label elements and safety data sheet formats. - 8.96%
- **2.2.1.3 What percentage of your fleet was inspected?**
  - Per the manual, supervisors shall see that all vehicles provided to employees are in safe operating condition, including the use of a monthly checklist. - 8.96%
- **3.1.6 Are there procedures in place to address investigating losses/damages of property and/or negotiable items?**
  - Develop written procedures to address investigating property and/or negotiable item losses/damages to prevent recurrence. 7.84%

Appendix B

- **CR - 1.6.4.2 Is the agency conducting documented employee training on BBP (including the agency's policy) for high-risk employees at least once every year?**
  - Conduct documented employee training on BBP (including the agency's policy) for all high-risk employees at least once every year after the initial training. - 15.82%
- **CR - 1.1.3.1 Have these rules been: 1). distributed ANNUALLY (via printed copy and/or electronically) to ALL EMPLOYEES with such action documented, and 2). posted in the facility for review by ALL EMPLOYEES?**
  - Distribute safety rules ANNUALLY (via printed copy and/or electronically) to ALL EMPLOYEES with such action documented, and 2). post in the facility for review by ALL EMPLOYEES. - 12.75%
- **CR - 1.6.4.1 Is the agency conducting documented employee training on BBP (including the agency's policy) for high-risk employees within 90 days of hire?**
  - Conduct documented employee training on BBP (including the agency's policy) for all new high-risk employees within 90 days of hire. - 11.87%

Appendix B (Continued)

- **CR - 2.4.1 Is there a signed and dated list of approved or unapproved drivers verified by the Official Driving Record (ODR) forms?**
  - Ensure a signed and dated driver list of either approved or unapproved drivers verified by Official Driver Records is available. - 10.99%
- **CR - 2.2.1.3 What percentage of your fleet was inspected?**
  - Per the manual, supervisors shall see that all vehicles provided to employees are in safe operating condition, including the use of a monthly checklist. - 9.23%
- **CR - 2.4.2 Are Driver Authorization forms (DA 2054 or other form), that have been signed and dated annually, available for review?**
  - Ensure DA 2054 forms that have been signed and dated annually are available on all authorized drivers. - 9.23%

Appendix B (Continued)

- **CR - 1.5.4.1 Does the agency have form DA WC4000 available for review?**
  - Complete the DA WC4000 form each month and maintain a copy for the audit. - 7.47%
- **1.8.3.7 Does the plan ensure that a list of hazardous materials, updated at least annually, is available at each agency location covered by this audit?**
  - An accurate list, updated at least annually, must be maintained on site for each agency location covered by the audit. - 6.81%