

Safety/Loss Control Program

Purpose

The purpose of this section is to outline the goals and function of the Safety/Loss Control Program.

Policy

The Safety Committee is an important part of the West Virginia Board of Licensed Dietitian's (WVBOLD) safety and loss control efforts. Board members can gain valuable assistance in their areas by a joint effort with their committee members. Committee membership is a voluntary service to the WVBOLD. All board members and employees are to fully support the efforts of the Safety/Loss Control Committee.

Goals of the Safety/Loss Control Program

1. Involve Board members and employees in safety and loss control management
2. Lower the frequency and severity of accidents and injuries
3. Maintain a safe environment for Board members and employees and visitors
4. Involve all Board members and employee participation in safety programs

Formation

The purpose of the standing membership is to provide continuity, lend experience and provide a resource for the committee. The Administrative Assistant will serve as the Safety/Loss Control Officer and chair the activities. The committee's other members will be the Board.

Functions

The suggested functions of the loss control program include:

1. Developing a loss control and safety policy and communicating that policy to all employees.
2. Serving as a loss control review board for all accidents or incidents involving employees, members of the general public or property. This includes recommending loss control and safety measures that could prevent similar occurrences in the future.
3. Establishing a procedure for reporting hazardous conditions or activities and taking corrective action.

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4. Periodically inspecting facilities to see that they are complying with established loss control policies and standards and to identify and correct hazardous conditions.
5. Preparing checklists to guide and document inspections.
6. Determining loss control and safety training needs.
7. Ensuring that first aid kits and personal protective equipment needs are met.
8. Developing and conducting loss control and safety orientation program for new employees/members.
9. Reviewing compliance status with the agency's Records Management System.

Duties and Responsibilities

Safety/Loss Control Officer

The Safety/Loss Control Officer serves as chairperson and will report Committee activities to the Board.

Responsibilities:

1. Attend Board meeting
2. Discuss safety activities and unsafe acts/conditions
3. Encourage all Employees/Board members to work safely
4. Report safety and loss control actions.

Reports

The loss control chair will provide a report at a Board meeting. The agenda for the meeting can be simple:

1. Review of any policies issued since the last meeting
2. Taking care of unfinished business
3. Review of any general liability, property, and losses occurring and preventive measures taken since the previous meeting
4. Discussion of loss control inspections and recommendations

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5. Addressing new business

Records

Records of all Safety/Loss Control reports and actions shall be maintained by the Safety/Loss Control Officer for at least 12 months.

Training

The Safety/Loss Control Officer will be provided the necessary training in:

1. Function of the role
2. Safety and Loss Control Programs and Policies