

## **RISK MANAGEMENT:**

### Overview:

The Risk Management Division of the Department of Human Resources endeavors to provide the County with an economical and effective risk and safety management program by developing loss control and prevention initiatives to reduce the frequency and severity of losses and work-related injuries.

### Major Areas of Responsibility:

- Manage the County's blanket of risk insurance coverage including general liability, property, auto, airport, fine arts, K-9's, environmental, water taxi, cyber, crime, and the requirements for Bonded employees
- Update and maintain inventory of all insurance covered items including properties, buildings and contents, autos, and equipment
- Process and monitor the County's accident, and loss related claims
- Report and track all work-related injury claims
- Maintain contact with the injured worker
- Foster a return to work program for injured workers
- Compliance with OSHA's safety and health regulations
- Maintain OSHA Recordkeeping and annual posting requirement for all departments
- Coordinate the Employee Safety Committee and the Loss Control Team
- Maintain, review, and update the Safety and Health Policies and Procedures
- Coordinate safety training and programs for departments
- Provide CPR, AED and Bloodborne Pathogen instruction and certification
- Maintain the County's AED Registry and Certification requirements
- Review contractor Certificates of Insurance for sufficient coverage
- Produce a quarterly Employee Risk and Safety Newsletter
- Circulate timely safety reminders and seasonal awareness bulletins to all employees
- Conduct site hazard assessments and insurance inspections in County facilities
- Track building safety inspections and coordinate corrective actions
- Coordinate the annual Safety Matters award program

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