Effective Risk Management is No Accident
Employee Roles in Prevention & Return-To-Work Programs

Kim Braun
Resource Recovery & Recycling Division

Public Works @ A Glance

Risk Management - Duties/Assignments
- Safety assessments
- Job Task Analysis (identify essential functions and physical demands)
- Department Accountability
- Education
Nam dapibus, nisi sit amet pharetra consequat, enim leo tincidunt nisi, eget sagittis mi tortor quis ipsum.

The City of Santa Monica's efforts designed to minimize losses due to on-the-job injuries and property damage include overseeing a comprehensive, integrated and coordinated safety and loss prevention program.

### Clearly Defined Roles

<table>
<thead>
<tr>
<th>Management</th>
<th>Supervisory</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td>monitor safety training library</td>
<td>ensure protective equipment</td>
<td>maintain all required licenses and certifications</td>
</tr>
<tr>
<td>implement corrective actions</td>
<td>maintain documentation</td>
<td>be attentive</td>
</tr>
<tr>
<td>progressive disciplinary action</td>
<td>thorough investigations</td>
<td>utilize all required safety equipment and personal protective equipment</td>
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<tr>
<td>budgetary review</td>
<td>immediately report accidents and incidents to Risk Management</td>
<td>immediately report and cooperate with supervisory personnel and others conducting accident or incident investigations</td>
</tr>
</tbody>
</table>

### City Programs – Extensive Training

- Buckexpect
- Morning Stretching
- New Employee Handbooks
- Safety Manuals & Equipment
- Train the Trainer
- Random Emergency Drills

### Safety Committee

- Workers need to be involved in the creation and use of the workplace safety program for it to succeed.
- Identify Areas of Improvement
  - lighter plastic bins
  - johnson bar to assist with heavy bins
  - elongated poles for bulk clean out
  - working with community/client to remedy trouble spots
- Personal Protective Supplies

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**Communication is key.**

Safety Goals must be Communicated - They must be realistic and they need to reflect the Safety Culture of your organization. Your Safety Culture requires strong commitment from the top and Safety must truly be the #1 priority. It must become an integral part of your business and Safety must become EVERYONE's responsibility.

**Accident Investigation**

- Detailed Incident/Accident Investigation
  - Vehicle Accident
  - Property Claims
  - Employee Injury

**Property Damage Claims (against the City)**

<table>
<thead>
<tr>
<th>Year</th>
<th>2008/09</th>
<th>2009/10</th>
<th>2010/11</th>
<th>2011/12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preventable</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Preventable</td>
<td></td>
<td></td>
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</tbody>
</table>

**Modified Duty / Return-to-Work Program**

Return-to-Work is the proactive approach, endorsed by many health care providers, designed to help restore injured workers to their former lifestyle in the safest and most effective manner possible.
**Modified Duty Program - Benefits**

- Returning to Work
  - Reduces costs of lost work days
  - Retains talent
  - Compliance
  - ADA/FEHA Claims

- Realized Savings
  - Temporary Total Disability Costs

\[ \begin{array}{cccc}
\text{Fiscal Year} & \text{WC Claims} & \text{Modified Duty Days} & \text{Disability Costs} \\
2008/09 & 43 & \text{Not available} & $283,519 \\
2009/10 & 28 & \text{Not available} & $226,085 \\
2010/11 & 20 & 292 & $108,383 \\
2011/12 & 31 & 309 & $80,105 \\
2012/13 & 13 & 102 & $36,682 \\
\end{array} \]

FY 2012-13 data through Dec 31, 2012

**Modified Duty Program - Assignments**

- Returning to Work
  - Trash/Recycling Container Inventory
  - Recycling Container Contamination
  - RRR Billing Audits
  - Tree Obstruction Notices
  - Sidewalk/Tree root elevations
  - Evening Street light On/Off Audit
  - Fleet parts inventory
  - BBB shelters and ridership audits
  - Data entry and report comparisons

**Basic Safety Philosophy**

- Every Incident can be avoided.
- Every Job will be done safely.
- Incidents can be managed.
- Safety is Everyone’s Responsibility.
- Safety standards, procedures and practices must be developed.
- Training - Everyone must understand AND meet the requirements.
- Working Safely is a Condition of Employment.
Thank You