

CF OPERATING PROCEDURE
NO. 215-5

STATE OF FLORIDA
DEPARTMENT OF
CHILDREN AND FAMILIES
TALLAHASSEE, August 7, 2008

Safety

CASUALTY RISK LOSS PREVENTION AND CONTROL PROGRAM

1. Purpose. This operating procedure describes department policy for the prevention and control of casualty insurance losses in workers' compensation, vehicle accidents, general liability, civil rights cases and lost workdays of injured employees.
2. General. The intent of this operating procedure is to assign accountability and responsibilities for the program and to ensure management oversight within each major organizational entity. Responsibilities include the training of employees and supervisors; case reporting, case reviews and investigations; comparative analysis of losses between similar operations and resident programs; and higher level management involvement and intervention when comparative analysis of losses clearly indicates the need for such action.
3. Scope. This operating procedure is applicable to all department organization entities.
4. Definitions.
 - a. Department Executive Risk Management Committee. A committee established by the secretary to oversee the department's risk management program.
 - b. Department Headquarters Risk Management Committee. A committee established by the staff director, office of general services, to oversee risk management in headquarters organization entities.
 - c. Circuit/Region Risk Management Committee. A committee established by each circuit/region director for support services to oversee the circuit/region risk management program, including major institutions.
 - d. Major Institution Risk Management Committee. A committee established by each major institution superintendent/administrator to oversee the institution risk management program.
 - e. Department Administrator for Risk Management. The staff director for the department's office of general services.
 - f. Headquarters Administrator for Risk Management. The staff director for the department's office of general services.
 - g. Administrator for Risk Management in Circuit/Region. The circuit/region director for support services or designee.
 - h. Major Institution Administrator for Risk Management. The institution administrator/superintendent or designee.

This operating procedure supersedes CFOP 215-5 dated June 24, 2005.

OPR: ASGDC

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i. Risk Manager. The individuals in headquarters, circuit/region and major institution entities designated to manage and coordinate the risk management program within their respective entity.

5. References.

- a. Section 284.50, Florida Statutes, Part III, Safety Programs.
- b. Chapter 440, Florida Statutes, Workers' Compensation.
- c. CFOP 60-25, Chapter 1, Recruitment and Selection.
- d. CFOP 215-1, Loss Prevention.
- e. 29 CFR 1910, subparts C through subpart T and subpart Z, Occupational Safety and Health Standards – Occupational Safety and Health Administration (OSHA).
- f. 29 CFR 1926, subparts C through and including subpart W, Safety and Health Regulations for Construction (OSHA).
- g. CFOP 60-15, Equal Employment Opportunity/Affirmative Action.
- h. Section 395.0197, Florida Statutes, and Chapter 59A-10, Florida Administrative Code, Internal Risk Management Program.
- i. Section 110.504, Florida Statutes, Part IV, Volunteers.

6. Responsibilities.

- a. Staff Director, General Services. Establish the headquarters risk management committee and require the committee to meet at least once each quarter. The number of committee members is optional, but shall include the staff director and the staff director for human resources as well as representatives from the offices of general counsel and inspector general.
- b. Circuit/Region Directors for Support Services. Establish the circuit/region risk management committee and require the committee to meet at least once each quarter. The number of committee members is optional but shall include the circuit/region director for support services, the circuit/region human resources director, and one attorney from the circuit/region legal services office.
- c. Superintendents/Administrators of Major Institutions. Establish the risk management committee and require the committee to meet at least once each quarter. The number of committee members is optional, but shall include the institution's administrative services director/business manager, the institution's human resources manager and one attorney from the institution's legal services office, if the institution has a legal services office.
- d. Department Executive Risk Management Committee.
 - (1) Provide oversight management of the department's program.
 - (2) Review loss prevention and control activities and practices within the department.
 - (3) Review and make recommendations concerning the department's loss prevention and control policies, operating procedures, training and related materials.
 - (4) Review reports of losses within the department and recommend corrective measures to the secretary and assistant secretaries.

(5) Review management reports received from the Department of Financial Services, division of risk management and make recommendations for disposition or resolution of concerns addressed in such reports.

e. Headquarters, Circuit/Region and Major Institution Risk Management Committees.

(1) Provide oversight management of the program within their respective entity.

(2) Review loss prevention and control activities and practices within their respective entity.

(3) Review and make recommendations concerning loss prevention and control policies, operating procedures, training and related material.

(4) Review reports of losses within their respective entity and recommend corrective measures to the authority that established the committee.

(5) Review accident/incident reports involving residents, employees, or other individuals and make recommendation for preventing recurrences.

(6) Review serious injury and investigation reports involving residents or employees and make recommendations for preventing recurrences.

(7) Review vehicle accident reports involving serious injury or death and make recommendation for preventing recurrences.

(8) Review general liability and civil rights claims and make recommendations for preventing recurrences.

(9) Ensure that adequate training for supervisors and employees is being provided, that facilities and work areas are being inspected for proper safety conditions pursuant to CFOP 215-1, that accident/injury reporting procedures are being adhered to on a timely basis, that the number of days being taken off by injured employees is not being abused and that "light duty" (alternate duty) assignments are being offered injured employees.

f. Department Administrator for Risk Management.

(1) Manage and oversee the department's risk management program.

(2) Provide technical assistance to department entities with respect to risk management.

(3) Coordinate risk management activities and the dissemination of information and reports between the department and the Department of Financial Services, division of risk management.

(4) Receive, compile and disseminate casualty risk loss reports to department entities.

(5) Issue safety bulletins, posters, pamphlets, publications, training materials and related casualty risk loss materials and serve as support and resource person to the department's executive risk management committee. Provide advice and recommendations to the committee and implement the committee's recommendations.

g. Headquarters, Circuit/Region and Major Institution Administrators for Risk Management.

(1) Manage and oversee their respective entities risk management program.

- (2) Designate an individual as the entity's risk manager. Provide the name, classification title and address of the individual designated to the staff director for the office of general services.
- (3) Provide technical assistance on risk management to their respective entities.
- (4) Coordinate risk management activities and the dissemination of information and reports between their respective entity and the department, except that major institution administrators for risk management will coordinate their activities through the administrator for risk management in the circuit/region.
- (5) Receive, compile and disseminate casualty risk loss reports to their respective entities.
- (6) Issue safety bulletins, posters, pamphlets, publications, training materials and related casualty risk loss materials to their respective entities.
- (7) Provide their respective risk management committee with casualty risk loss reports and other related information and materials and serve as the committee's support and resource person. Provide advice and recommendations to the committee and implement its recommendations.
- (8) Develop and implement procedures for receiving and compiling into management reports casualty risk loss information, including compensable employee injuries, days lost off the job by injured employees, numbers of vehicle accidents, number of general liability claims, number of civil rights liability claims and associated dollar cost for each risk loss category.
- (9) Review monthly for discrepancies by each circuit/region and institution designee the casualty report data from the Department of Financial Services, division of risk management.
- (10) Develop schedules and oversee implementation of supervisor and employee casualty risk training, including the provision of training to prevent general liability law suits and claims.

BY DIRECTION OF THE SECRETARY:

(Signed original copy on file)

MELISSA JAACKS
Assistant Secretary for
Administration

SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

This operating procedure has been updated to reflect current department organization and titles, and current safety policies and procedures.