

**RISK CONTROL RESPONSIBILITIES
(ALL OFFICES)**

OBJECTIVES

- Management will learn employer risk control responsibilities.
- Staff will learn employee risk control responsibilities.
- Staff will learn that risk control is every employee's responsibility.

In previous weeks, we learned that 85-98% of all accidents are caused by the unsafe acts of employees. Based on this fact, the organization, as well as, every employee has responsibilities to prevent losses and injuries. The following are several important risk control responsibilities:

EMPLOYER RESPONSIBILITIES

- The employer has a duty to provide a workplace that is free from recognized hazards that cause or are likely to injure employees or others affected by the organization's services.
- Require safe production and services from employees.
- Be familiar and comply with applicable mandatory OSHA and other regulatory standards.
- Correct unsafe conditions or practices.
- Incorporate risk control strategies into every job or project.
- Develop policies and procedures to protect employees and the public from hazards.
- Provide all necessary tools and equipment, including personal protective equipment to prevent injuries.
- Provide all necessary training to employees so that all tasks can be performed in a safe manner.

EMPLOYEE RESPONSIBILITIES

- Every employee is responsible for risk control and the safety of people contacting services. Take reasonable care for your own health and safety and others affected by your work.
- Maintain a safe workplace.
- Apply the principles of accident prevention to every task.
- Know and follow all risk control rules and practices.

- Be familiar and comply with applicable mandatory OSHA and other regulatory standards.
- Report unsafe conditions or practices. Employees identifying unsafe conditions or practices should cease the activity and report the condition to their immediate supervisor for corrective action.
- Help find solutions to risk control problems and provide recommendations at anytime.
- Horseplay is prohibited.
- Use tools, equipment, and material in the intended manner. Inspect all tools, equipment, and material before use. Make certain the item is in good working condition and is appropriate for the task.
- Participate in loss investigations to prevent similar losses in the future.
- Inspect work areas for hazards on a daily basis.
- Never operate equipment unless properly trained.
- Read and understand all material safety data sheet (MSDS) and know the hazards and safe work practices for all of the chemicals you work with.
- Promptly report every loss to your supervisor.
- If you have a question or are uncertain about a task, ask your supervisor for clarification or instruction.

POLICY

Discuss all company policies that relate to risk control responsibilities.

CLOSING

- *Encourage discussion about this presentation, and risk control responsibilities.*