

Webb County
Safety Certification Program

This program includes that as a municipal employer the County of Webb is providing employees a safe and healthy place of employment by implementing a County Wide Safety Certification Program. The program consists of several elements to address the overall safety of all employees.

The Program Overview

Training, Incentives/Recognition, Review Board/Process, Discipline

Training

Initial training classes are broken down into three groups which are:

- Office/Clerical/Administrative employees (4-hrs)
- Field/Operator personnel (4-hrs)
- Supervisors and Leadership personnel (8-hrs)

The curriculum for each training session has been carefully designed to impart specific safety related skill sets for both exempt and non-exempt personnel. All classes include both lecture and class discussions to allow attendees to work exclusive on materials that will be specific to their department and the organization. Attendees leave the training as certified safety employees with the skill sets, knowledge and clear expectations of what it means to be a safe employee of the County.

Every employee must be trained, equipped and made knowledgeable of what is expected of him or her. They must also understand the consequences if they elect not to follow instructions. Once these critical safety program elements are in place, employees will be held accountable.

The key components of the training are:

- Participants will be tested on completion of the course. Upon successful completion of the course each participant will be considered Safety Certified.
- Employees will be required to maintain their certification by participating in various safety topics (training) throughout the year.
- The number of annual required “safety related” training hours as continuing education are as follows:
 - Office employees 4-hours
 - Field operators 8-hours
 - Supervisors 8-hours
- Departments are required to hold an annual overview of the Safety Certification Program with all personnel.

Incentives/Safety Recognition

The County has many options for offering incentives. One of the goals of this program is to bring these to life and begin using the resources we presently have to “recognize” employees and their departments for working safely and contributing to their departmental safety program.

DRAFT

Examples may include but are not limited to:

- Recognition as a “Safety Certified Employee” through the City intranet, internet, job posting’s qualifications, interviews by Municipal Information possibly for broadcast, internal job searches, etc.
- Departments that demonstrate an improved safety status over the prior year will also be recognized in similar ways.

Individual Recognition Process:

One of the greatest resources we have to make our jobs safer is our employees. All full-time employees are encouraged to share their ideas and thoughts to create a safer workplace. Those that meet the criteria will be recognized for their individual efforts and contributions to safety.

- Employees submit *Safety Suggestion Forms* throughout the year to their Supervisor.

- The Department Supervisor / Director will make nominations for an “individual” Safety Award and submit for review through an annual *Employee Recognition Program*.
- Criteria to be eligible for an “individual” award:
 - Must be a current full time employee
 - Idea must be cost effective and realistic to implement

Safety Review Board

The city wide Safety Review Board provides for a more effective and consistent approach to outcomes and greater accountability. The Review Board will meet on a monthly basis to:

- Review all injury and/or equipment property damage incidents,
- Review the corrective action(s) taken by the Supervisor (if applicable),
- Make additional recommendations to be considered by the department as deemed applicable to the incident, and
- Provide both positive and negative feedback to the Department Director and the respective C.C.T. (Assistant City Manager) to maintain accountability in all departments

Special Cases

At times, the Safety Review Board may be called upon to meet and discuss certain cases. *Example: A department investigation reveals an employee has committed their third “preventable” incident within a 12-month period. The Supervisor will first consult with the Risk-Safety Analyst for direction on the appropriate corrective action to be taken, or the Safety Review Board will be called upon to review the incident for a decision. Both Supervisor and Employee may be invited to attend such a special review of an incident with the Safety Review Board. A summary and decision of the review will be forwarded to the Department Director and* ACM *C.C.T. Admin's*

City Wide Safety Review Board Structure

- 8-10 people may be present for each review and will include:
 - Risk / Worker’s Comp Analyst/Safety Coordinator
 - Human Resources – Employee Relations Officer
 - Legal Representative
 - DSO’s from other departments

- The Safety Review Board will meet monthly or as-needed for special cases.
- The Risk/Safety Analyst will chair each session and will appoint a back up in his/her absence.

The Safety Review Board Process :

- Review of the Supervisor Incident Report and any support documentation (i.e. Pictures, Investigation, Witness Report, etc..)
- Review of the departmental Investigation Report and findings
- Discussion of the employee's previous 12-month safety record
- Verify that the appropriate disciplinary actions were administered by the department Supervisor (if applicable).
- In "special cases" an interview with the employee and his/her supervisor may be part of the review process.

City Wide Safety Review Board Summary

DRAFT

The Safety Review Board will ensure that all incidents have been investigated, reviewed and the most effective corrective action(s) have been implemented to ensure the approach is consistent and has accountability. Discrepancies from the Safety Certification Program or any of its elements will be communicated with the Department Director and his/her ACM. At no time will it be an entitlement for any employee to go before the review board.

ACM Admin

Department Reviews and Investigation

- Departments are accountable for conducting a thorough internal investigation of all incidents. An Investigation Report will be completed and submitted with the Supervisor Incident Report within 24-hours of the event.
Note: If additional time is needed for an investigation, the department must communicate this with the Risk-Safety Analyst.
- These reports and findings will be reviewed during the monthly County Wide Safety Review Board meetings.

Note: All actions will be reviewed for accuracy and consistency with the Safety Certification Program and a summary submitted to the Department Director and ACM.

Discipline

Webb county Safety Manual and Personnel policy, [sections here] describes the various forms of corrective actions that can be taken when there is a substantiated violation of the County's "Standards of Conduct. In addition to county policy, the Safety Certification Program will utilize a county wide written disciplinary procedure (Discipline Matrix) with steps to be followed for all incidents determined to be preventable following a departmental investigation. The purpose of disciplinary action is to correct the behavior and discourage future unsafe acts.

The penalty will vary based on several criteria:

- The severity of the incident (Minor, Moderate or Severe).
- The potential harm or threat of the event to the employee, co-worker, a citizen, equipment, etc..
- Past safety performance by the employee (number of preventable incidents in the previous 12-months).

Note: This includes all incidents, not just Workers Compensation injury claims.

Supervisor Responsibility

- Following all reported incidents, the Supervisor is required to investigate the incident and complete both the Supervisor and Investigation Reports.
- For all "preventable" incidents, the report must include the corrective action (discipline) to be administered by the Supervisor. *Refer to the Discipline Matrix and mark accordingly on the report.*
- The Employee Relations Manager of Human Resources (HR) must be notified of all corrective measures beyond informal counseling taken for preventable incidents.
Note: The Supervisor is required to contact HR so this level of corrective action is documented with Human Resources.
- Consult the Risk-Worker' Analyst for previous employee history or to discuss corrective actions.

- The Supervisor, Investigation and Witness Reports are all due to Risk Management within 24-hours of the event.
 - If additional time is needed contact Risk Management.

DRAFT

Discipline Chart - Injury

The table below illustrates the disciplinary process for a "preventable" injury incident in the previous 12 months.

First Offense	Injury with no restrictions or lost time from essential functions of job, or "near miss" without injury or damage but deemed as an unsafe act which could have caused an incident.	Minor	Informal Counseling
First Offense	Injury that results in restrictive activity and/or lost time.	Moderate	Written Warning
First Offense	Injury resulting from the failure to follow safe work practice, procedure, safety rule or city policy that could or did result in a life threatening injury to yourself, co-worker or a citizen. (includes knowingly and/or intentionally acting unsafe)	Severe	Suspension without pay 1-3 days, 6-mo safety probation and/or up to possible discharge.
Second Offense	Injury with no restrictions or lost time from essential functions of job.	Minor	Written warning and 6-mo safety probation.
Second Offense	Injury that results in restrictive activity and/or lost time.	Moderate	Suspension without pay 1-3 days and 6-mo safety probation.
Second Offense	Injury resulting from the failure to follow safe work practice, procedure, safety rule or city policy that could or did result in a life threatening injury to yourself, co-worker or a citizen. (includes knowingly and/or intentionally acting unsafe)	Severe	Suspension without pay 1-5 days, 6-mo safety probation and/or up to possible discharge.
Third Offense	Preventable injury of any type.	Minor to Severe	Penalty may range between 3-10 days off without pay up to possible discharge. *

** In some cases immediate suspension with pay may be necessary until a decision is made.*

- *Contact Risk-Worker's Comp Analyst and Safety Coordinator prior incident history, if needed.*
- *Environmental incidents such as heat related issues, plant exposures, insect bites, etc. will be investigated on a case by case basis.*

Note: *Incidents must be reported immediately. Incidents reported late are considered "failure to report" and will result in an automatic Written Warning. Contact Human Resources (HR) for assistance and file all such documentation with HR.*

Discipline Matrix – County of Webb Equipment / Property and Personal Property Damage

The table below illustrates the disciplinary process for “preventable” city equipment / property and/or personal property damage incident in the previous 12 months.

First Offense	Damage or Near Miss to city and/or private property that is deemed as an unsafe act or could have caused an incident.	Minor	Informal Counseling and re-instruction on equipment.
First Offense	Damage or Near Miss to city and/or private property that results in equipment or property being inoperable or non-functional.	Moderate	Written Warning and re-instruction on equipment.
First Offense	Failed to follow safe work practice, procedure, safety rule or city policy that could or did result in a life threatening injury to you, co-worker or a citizen. (includes knowingly and/or intentionally acting unsafe)	Severe	Suspension without pay 1-3 days, 6-mo safety probation and/or up to possible discharge.
Second Offense	Damage or Near Miss to city and/or private property that is deemed as an unsafe act or could have caused an incident.	Minor	Written warning, re-instruction on equipment and 6-mo safety probation.
Second Offense	Damage or Near Miss to city and/or private property that results in equipment or property being inoperable or non-functional.	Moderate	Suspension without pay 1-3 days and 6-mo safety probation.
Second Offense	Failed to follow safe work practice, procedure, safety rule or city policy that could or did result in a life threatening injury to you, co-worker or citizen. (includes knowingly and/or intentionally acting unsafe).	Severe	Suspension without pay 3-5 days, 6-mo safety probation and/or up to possible discharge.
Third Offense	Any damage to City and/or private equipment or object.	Minor to Severe	Penalty may range between 3-10 days off without pay up to possible discharge *

** In some cases immediate suspension with pay may be necessary until a decision is made.*

Damage: May include damages that result from acts of neglect, abuse or occur from the failure to follow safe working procedures. For MVAs (Motor Vehicle Accidents), damages will be reviewed for both “at fault” and “not at fault” incidents. *For more definitions see Safety Certification Program.*

Note: *Incidents must be reported immediately. Incidents reported late are considered “failure to report” and will result in an automatic Written Warning. Contact Human Resources (HR) for assistance and file all such documentation with HR.*

Discipline Matrix – County of Webb Backing Incidents

Below are the approved disciplinary procedures for “backing” related incidents involving city vehicles and/or equipment in the previous 12-months.

Backing Incidents (no spotter available)

Damages resulting from backing without first walking around the vehicle/equipment to verify clearances will be as follows for the Driver (Equipment Operator).

- First Offense - Written warning
- Second Offense – 1 day suspension without pay, plus 6-month safety probation.
- Third Offense - Suspension without pay 3 days, 6-mo safety probation and/or up to possible discharge.

Backing Incidents (spotter available)

Damages resulting from backing and not using a Spotter will be as follows for “both” the Driver (Equipment Operator) and the Spotter.

- First Offense - Written warning
- Second Offense – 1 day suspension without pay, plus 6-month safety probation.
- Third Offense - Suspension without pay 3 days, 6-mo safety probation and/or up to possible discharge.

Backing Incidents (spotter used)

Damages resulting from backing when a Spotter is used will be as follows for the Spotter if the investigation evidence suggests that the Spotter was negligent and/or incompetent in properly directing and communicating with the Driver (Equipment Opr).

- First Offense - Written warning
- Second Offense – 1 day suspension without pay, plus 6-month safety probation.
- Third Offense - Suspension without pay 3 days, 6-mo safety probation and/or up to possible discharge.

Damages resulting from backing when a Spotter is used will be as follows for the Driver if the investigation evidence suggests that the Driver was negligent and/or incompetent in the performance of the backing maneuver under proper directives from the Spotter.

- First Offense - Written warning
- Second Offense – 1 day suspension without pay, plus 6-month safety probation.
- Third Offense - Suspension without pay 3 days, 6-mo safety probation and/or up to possible discharge.

Note: Incidents must be reported **immediately**. Incidents reported late are considered “failure to report” and will result in an automatic Written Warning. Contact Human Resources (HR) for assistance and file all such documentation with HR.

Note: Backing incident corrective action(s) are based on how many the employee has had in the previous 12-months, are considered “preventable” and will be combined with other preventable incidents the employee had within the previous 12-months.

Definitions

- **Accident / Incident:** Any occurrence which results in an injury and/or property damage.
- **Corrective Action:** Action taken to prevent reoccurrence which focuses on the employee's knowledge, skill and abilities. Such action may include reviewing procedures, retraining, re-evaluating performance, transferring to a different work environment, use modifications or purchasing new equipment, etc.
- **Damage:** May include damages that result from acts of neglect, abuse or occur from the failure to follow safe working procedures. For MVAs (motor vehicle accidents), damages will be reviewed for both "at fault" and "not at fault" incidents.
- **Disciplinary Action:** Action taken to correct employee behavior that has resulted from unacceptable safety performance.
- **Environmental Incidents:** An incident considered to be non-preventable in nature. Examples may include heat or cold exposures, exposures to poisonous plants, insect stings, etc. Note: Environmental cases are reviewed on a case by case basis and not automatically considered non-preventable.
- **Flagrant Violation:** Intentional or willful violation to cause injury or the destruction of property.
- **Incentive:** Any factor (financial or non-financial) that enables or motivates a particular course of action, in this case to behave in a safe manner. At no time is an employee or department "entitled" any incentive.
- **Minor Incident:** No lost time or restricted days resulting from the incident.
- **Moderate Incident:** Employee had lost time or restricted days from the incident.
- **Non-Preventable Accident:** One in which the employee could not have avoided due to an act of God or nature or other cause over which the employee had no control.
- **Preventable Accident:** One in which the employee failed to do everything he or she reasonably could have done to prevent the accident.
- **Previous 12-Months:** The 12 month period prior to and including the date of the accident under review.
- **Safety Probation:** Period of time (in months) assigned after an incident that allows an employee to demonstrate they can safely perform their job without any safety violations. If a preventable safety incident occurs during this time

period, the employee will be subject to a more stringent corrective action up to and including termination.

- **Severe Incident:** The disregard or failure to follow safe work practices or procedures, safety rules or County policy that could or did result in a life threatening injury to yourself, a co-worker and/or a citizen.
- **Suspension without pay:** Period of time an employee is off from work and not paid due to a preventable injury and/or equipment related incident. The number of days off is designated by Discipline Chart.
- **Violation:** Non-compliance with any form or County / Departmental policies, procedures or practices. This also includes local, state and federal laws.

DRAFT

Webb County
Cost of Risk Allocation Example
Workers' Compensation
Based on Severity & Payrolls

Assumptions	
Premium + Administration Cost per Department	3,294
Base Percentage	0.49%
Loss Surcharge Percentage	100%
Maximum Loss Charge	0

(A)	(B)	(C)	(D)	(E) 0.49% x (C) BASE PREMIUM (SUBJECT TO MIN)	(F) 100% x (B) LOSS SURCHARGE	(G) (E)+(F) TOTAL ANNUAL CHARGE	(H) (G)/12 TOTAL MONTHLY CHARGE
LOCATION	TOTAL INCURRED	TOTAL PAYROLL	CREDITS				
Juvenile	\$344,876	2,499,748		12,349	344,876	357,225	29,769
Sheriff	\$343,805	5,304,275		26,203	343,805	370,008	30,834
Road & Bridge	\$167,352	1,380,048		6,817	167,352	174,169	14,514
Building Maintenance	\$105,343	1,332,364		6,582	105,343	111,924	9,327
Constable Pct. 1	\$96,535	1,162,047		5,741	96,535	102,275	8,523
Head Start	\$21,264	4,966,357		24,534	21,264	45,798	3,817
Water Utilities	\$16,939	987,267		4,877	16,939	21,816	1,818
Fire Dept	\$14,626	1,112,744		5,497	14,626	20,122	1,677
Constable Pct. 4	\$13,383	858,315		4,240	13,383	17,603	1,467
Tax Office	\$8,346	1,876,830		9,272	8,346	17,618	1,468
District Attorney	\$8,250	4,902,950		24,221	8,250	32,471	2,706
County Attorney	\$6,075	2,055,080		10,152	6,075	16,227	1,352
Others	\$4,087			0	4,087	4,087	341
Public Defender	\$529	2,139,859		10,571	529	11,100	925
CAA	\$491	254,824		1,259	491	1,749	146
Medical Examiners Office	\$294	495,377		2,447	294	2,741	228
111 District Court	\$272	502,296		2,481	272	2,753	229
Engineering	\$20			0	20	20	2
Administrative Services	\$3	395,360		1,953	3	1,956	163
Information Technology	\$0	793,381		3,919	0	3,919	327
Auditors	\$0	1,241,596		6,133	0	6,133	511
341st District Court	\$0	513,983		2,539	0	2,539	212
406 District Court	\$0	776,211		3,834	0	3,834	320
49th District Court	\$0	465,293		2,299	0	2,299	192
Bail Bond Board	\$0	35,277		174	0	174	15
Basic Supervision	\$0	12,618		62	0	62	5
Bruni Community Center	\$0	100,613		497	0	497	41
Building Maintenance PT	\$0	52,549		260	0	260	22
Business Office	\$0	187,586		927	0	927	77
Carlos Aguilar Community Center	\$0	60,060		297	0	297	25
Child and Adult Food Care	\$0	278,331		1,375	0	1,375	115
Co Clerk Records Management	\$0	58,747		290	0	290	24
Commissioners	\$0	174,444		862	0	862	72
Commissioners Court	\$0	187,029		924	0	924	77
Commissioners Precinct 4	\$0	174,768		863	0	863	72
Constable Pct. 2	\$0	695,030		3,433	0	3,433	286
Constable Pct. 3	\$0	326,743		1,614	0	1,614	135
County Clerk	\$0	744,001		3,675	0	3,675	306
County Court at Law 1	\$0	612,716		3,027	0	3,027	252
County Court at Law 2	\$0	868,819		4,292	0	4,292	358
County Engineers	\$0	479,605		2,369	0	2,369	197
County Extension Agent	\$0	106,222		525	0	525	44
County Judge	\$0	433,898		2,143	0	2,143	179
County Treasurer	\$0	625,311		3,089	0	3,089	257
DEA Narcotic Task Force	\$0	643,951		3,181	0	3,181	265
District Clerk	\$0	1,547,881		7,647	0	7,647	637
District Clerk Central Jury	\$0	129,789		641	0	641	53
Domestic Violence Initiative	\$0	26,302		130	0	130	11
Early Head Start	\$0	260,377		1,286	0	1,286	107
Economic Development	\$0	373,594		1,846	0	1,846	154
El Cenizo Community Ctr.	\$0	101,097		499	0	499	42
Election Workers	\$0	171,177		846	0	846	70
Elections Administration	\$0	243,756		1,204	0	1,204	100
Emergency Management	\$0	40,383		199	0	199	17
Environmental and Gaming	\$0	53,833		266	0	266	22
Environmental Health & Sanitation	\$0	50,427		249	0	249	21
Ernesto J Salinas Comm Center	\$0	137,134		677	0	677	56
FD 145-1301	\$0	39,160		193	0	193	16
FEMA	\$0	402,396		1,988	0	1,988	166

Fernando Salinas Comm Center	\$0	137,750		680	0	680	57
Fred & Anita Bruni Community Center	\$0	107,257		530	0	530	44
Fund 147 Juvenile Probation	\$0	900,329		4,448	0	4,448	371
GRNT 322-2060 OTHR VICTIM ASST	\$0	29,000		143	0	143	12
Gmt 324-2001 CJD Border Star	\$0	43,122		213	0	213	18
Gmt 343-2001 FSIG	\$0	356,755		1,762	0	1,762	147
Headstart Administration	\$0	451,575		2,231	0	2,231	186
Human Resources	\$0	246,845		1,219	0	1,219	102
Indigent Health Care	\$0	630,106		3,113	0	3,113	259
Jail Bargaining Unit	\$0	9,719,255		48,013	0	48,013	4,001
Jail Non-Bargaining Unit	\$0	1,176,869		5,814	0	5,814	484
Judicial General CC @ Law	\$0	103,302		510	0	510	43
Judicial General District	\$0	160,363		792	0	792	66
Justice Center Security	\$0	416,339		2,057	0	2,057	171
Justice of the Peace Pc 1 PL2	\$0	404,974		2,001	0	2,001	167
Justice of the Peace PC1 PL 1	\$0	378,025		1,867	0	1,867	156
Justice of the Peace PC2 PL 1	\$0	506,655		2,503	0	2,503	209
Justice of the Peace PC2 PL 2	\$0	493,270		2,437	0	2,437	203
Justice of the Peace Pct. 4	\$0	601,750		2,973	0	2,973	248
Justice of the Peace PL 3	\$0	229,697		1,135	0	1,135	95
Juvenile Justice Alternative Ed.	\$0	482,577		2,384	0	2,384	199
La Presta Community Center	\$0	87,526		432	0	432	36
Ladrillito Activity Center	\$0	131,597		650	0	650	54
Larga Vista Community Center	\$0	98,205		485	0	485	40
Law Library	\$0	96,445		476	0	476	40
Mental Health	\$0	368,589		1,821	0	1,821	152
Mirando Cty Activity	\$0	27,172		134	0	134	11
Parks and Grounds	\$0	289,136		1,428	0	1,428	119
Physical and Planning Development	\$0	574,912		2,840	0	2,840	237
Pre Trial Services	\$0	371,935		1,837	0	1,837	153
Prison Rape Elimination Act Jail Enhancements	\$0	13,861		68	0	68	6
Public Health Services	\$0	52,387		259	0	259	22
Public Information	\$0	140,828		696	0	696	58
Public Transportation	\$0	234,359		1,158	0	1,158	96
Public Transportation - Admin	\$0	90,988		449	0	449	37
Purchasing	\$0	650,931		3,216	0	3,216	268
Records Archive	\$0	86,208		426	0	426	35
Records Management	\$0	78,957		390	0	390	33
Refuge and Garbage	\$0	157,794		780	0	780	65
Rio Bravo Activity Center	\$0	115,209		569	0	569	47
Rio Bravo Activity Center	\$0	101,071		499	0	499	42
Santa Terestia Community Center	\$0	73,787		365	0	365	30
Vehicle Maintenance	\$0	610,279		3,015	0	3,015	251
Veterans Services	\$0	167,323		827	0	827	69
Waiver Anchor Fund	\$0	38,651		191	0	191	16
Total	1,152,469	68,685,794	0	339,308	1,152,469	1,491,776	124,315

Advantages:

- * Increases awareness of claims
- * Charges more for departments with higher claim activity and less for locations with low claim activity
- * Accomplishes spreading of risk
- * Equitable, easy to understand, easy to explain, and verify
- * Maximum Loss Charge protects locations from catastrophic claims
- * Losses included are Total Incurred (Paid + Reserve)

Opportunities/Challenges:

- * Use of Incurred Losses includes reserves which can be somewhat subjective
- * Loss & payroll information needs to be readily available by location in an electronic format

Comments:

- * Fixed Costs equals Excess WC Premium plus Admin Costs.
- * Base % equals total fixed costs / total payroll.
- * No Credits applied.



Q1 2017 COMPLIMENTARY COURSE
**SEXUAL HARASSMENT
IN THE WORKPLACE**

Webb County, TX

OneBeacon Government Risks is excited to offer you a free online training course for the first quarter of 2017. This Sexual Harassment course will help your employees understand what sexual harassment is and how to prevent it in the workplace. It is also offered in a version specific to Law Enforcement.

Course Summary

According to the EEOC, sexual harassment charges are now the fourth most frequently alleged discrimination issue, and the number of cases continues to steadily climb at rate of 12 to 13 percent each year. Employers are responsible for offering a safe and secure work environment for their staff. This is why it is important for employees to be trained regarding the identification and proper handling of sexual harassment issues in the workplace.

Time

One hour.

Next Steps

Beginning January 2, 2017, [log into your LocalGovU account](#) (if you don't have one, [click here](#) to sign up). Two courses, "Sexual Harassment in the Workplace" and "Harassment Awareness for Law Enforcement," will be listed in your member account and you will have access to unlimited completions through March 31, 2017.

[Login Now >>>](#)

We encourage you to utilize as many seats as appropriate to train personnel; all participants will receive a certificate upon successfully completing the course.

Webb County 2011-2016 Service Accomplishments

- **April, 2011**
WC Claim File Review (WF)
- **June, 2011**
Law Enforcement Liability Seminar (One Beacon)

- **January, 2012**
Loss Control Visit & Recommendations, Jail Risk Assessment (One Beacon)

- **February, 2012**
Scott Bellamy offered solutions to OneBeacon Loss Control Visit recommendations, including:
 1. Motor Vehicle Record Policy (terms of using company vehicles)
 2. Motor Vehicle Record Driver Policy (criteria to determine eligibility)
 3. Cell Phone Policy
 4. Line of Duty Law Enforcement Training
 5. Summit Online Safety & Cost of Risk Management Training

- **March, 2012**
Webb County signed up for Line of Duty Law Enforcement Training

- **April, 2012**
Webb County Claims Review (WFIS, WC, OBGR)
Re-presented Summit Training discussed in February. (WF)
Discussed cost and Employment HELPLINE access (WF)
Analyze Emergency Vehicle Policy and Procedures (One Beacon)

- **July, 2012**
Article provided by WFIS discussing Police Volunteers

- **August, 2012**

- **May, 2015**
 - Employee Training – Risk Management 101 and Accident Investigation (WF and One Beacon)
 - WC Predictive Analytics Study (Midwest Employers)

- **August, 2015**
 - Safety Committee Meeting, Survey of Webb County Water Utility Facility (Midwest Employers)

- **October, November, 2015**
 - Assist with property valuations (WF)
 - Review RTW policy, (WF, Risk Consulting and Claims)

- **February, 2016**
 - Employee Perception Survey (WF and Midwest Employers)
 - Attend Webb County Safety Committee (WF and Midwest Employers)
 - Presentation to Safety Committee (Midwest Employers)
 - TCOR WC Analysis (Midwest Employers)

- **April, 2016**
 - Claims File Review (WF and One Beacon)

- **June, 2016**
 - Present results of employee perception survey to Webb County (WF and Midwest Employers)
 - WC Benchmark Study (Midwest Employers)

- **July, 2016**
 - Develop Training programs and present to employees (WF and Midwest Employers)
 - Topics:
 - Improving Safety Culture, supervisor responsibilities, why accident happen, proper training techniques
 - Accident Investigation
 - Importance of Safety Programs
 - Egress and Fire Protection

Hot Work Permits
Walking Working Surfaces
Personal Protective Equipment
Conduct employee interview to discuss safety concerns and suggest
improvements for safety performance

- **Ongoing, 2016**

Multiple phone calls and sample programs reviewed and provided to Webb
County (WF and Midwest Employers)

Safety Program

Accountability

Hazard Communication

- **October, November, 2016**

Obtain information for completing loss and premium allocations back to
departments. (WF)

Present sample allocation program to Webb County

Stewardship Meeting (WF, Midwest Employers, One Beacon)

- **Agenda- December 5, 2016**

Review Past Services

Loss Allocation Project – Sample Results

16-17 Safety Training

Transportation Center Safety Assessment

Communication of Employee Safety Results