

Kansas Workers Risk Cooperative for Counties (KWORCC) Loss Prevention Program to Increase Advanced Discount

Bronze Discount (1% credit on advanced discount)

- The County shall appoint a Safety Coordinator to coordinate risk management in the county.
- The Safety Coordinator shall conduct, at a minimum, quarterly safety meetings attended by representative(s) from the following departments: Sheriff, Road & Bridge/County Engineer, Noxious Weed, County Attorney, Fire, EMS, County Commissioners, County Clerk, Register of Deeds, Treasurer, Health, Human Resources, Maintenance, Finance and Appraiser. All department heads are expected to attend at least three meetings annually. The department heads are responsible for requiring the appropriate number and types of individuals to attend the meeting. The more, the better.
- The Safety Coordinator, or their designee, shall conduct annual safety inspections of all county owned buildings. The building inspection sheet shall be satisfactory to KWORCC, and the inspection report submitted to KWORCC.
- The county shall demonstrate that corrective action was taken for problems shown during the building inspections.
- The County will have an attorney approved employee handbook with up-to-date job descriptions.

Silver Discount (1 ½% credit on advanced discount)- The County meets the requirements of the Bronze Discount, **PLUS:**

- The Safety Coordinator shall conduct one training program per quarter. The training program shall cover a loss prevention topic pre-approved by KWORCC, and shall have a class size of a minimum of ten county employees. A class roster shall be sent to KWORCC quarterly, which will have the signatures of the participants.
- The County will have a Safety Committee who will meet quarterly to review, evaluate and make recommendations concerning losses. Minutes of the Safety Committee meeting will be sent to KWORCC as soon as completed.
- The County will have an attorney approved policies and procedures manual in place.

Gold Discount (2% credit on advance discount)- The County meets the requirements of the Silver Discount, **PLUS:**

- The Safety Coordinator shall either hold a completion certificate for Associate in Risk Management for Public Entities (ARM-P) OR shall successfully complete two courses for the ARM-P designation during the calendar year. For the second option, a report showing the successful completion of two courses shall be submitted to KWORCC prior to the end of the calendar year. As additional incentive, KWORCC will reimburse one half (50%) of costs for the courses taken to obtain the ARM-P certificate.