



# Division of Risk Management

## RISK COORDINATOR AND RISK COMMITTEE DUTIES

### **Risk Coordinator/Manager Duties:**

- a) Identify, evaluate and resolve risk exposures for the entity
- b) Coordinate with State Risk Management on the reporting of all claims or losses
- c) Coordinate with State Risk Management on all liability prevention and loss control and prevention activities
- d) Help facilitate getting State Risk Management requested information necessary regarding claims, loss control, premiums, etc.
- e) Ensure that notification is made to State Risk Management on all incidents, issues or informal or administrative claims, including claims originating at the EEOC and/or UALD that may result in a formal claim against the Fund
- f) Supervising or managing all loss prevention activities for the insured entity
- g) Attend workers comp meetings
- h) Coordinate Yearly Self-Inspection-Survey for the agency
- i) Ensure State Risk Management receives support for premium penalty avoidance programs
- j) Ensure proper agency attendance at State Risk Management Symposiums/Trainings
- k) Chair the Risk Committee for the insured entity

### **Risk Committee:**

- a) Risk Coordinator/Manager
- b) Maintenance or Facility Director
- c) Human Resource or Personnel Director
- d) ADA and/or Civil Rights Coordinator
- e) Safety Director
- f) Attorney or Legal Counsel
- g) State Risk Management's Assigned Loss Control Specialists (HR, Physical Loss, Workers Comp)
- h) Other people deemed to be of value to the committee

### **Risk Committee Duties:**

- a) Meet at least quarterly
- b) Identify, evaluate and resolve any risk exposure
- c) Review and ensure hazards that were identified on the Self-Inspection Survey are promptly taken care of
- d) Review inspection reports from State Risk Management and implement recommendations
- e) Review accident and injury reports to determine what methods should be instituted to prevent those types of occurrences
- f) Evaluate operations and develop policies to reduce risk and accidents; make recommendations to management for implementation
- g) Help complete yearly Risk Reduction Plan using the Annual Risk Reduction Form