



SISC II

SELF-INSURED SCHOOLS OF CALIFORNIA

PROPERTY & LIABILITY

May 10, 2013

TO: District Superintendents
Chief Business Officials
Maintenance and Operations Directors

FROM: Robert J. Kretzmer
Director, Property and Liability

SUBJECT: P&L Update
Safety and Loss Control Department Overview

The SISC II JPA's commitment to loss control is reflected in the attached Safety & Loss Control Department Overview. These services are provided to achieve an environment of loss management for the organization while focusing individualized attention on specific district needs. Effectively managing and controlling the shared risk is what makes SISC II a successful JPA.

The services provided by our Safety and Loss Control department are intended to help district administrators focus their loss prevention efforts on ensuring that appropriate controls are in place to manage their district's exposure to loss. Because losses from an individual member district have a direct impact on the operation of the pool as a whole, it is prudent and reasonable for the JPA to make a collective effort to control losses.

Please contact your Safety and Loss Control Specialist at (661) 636-4604 if you have any questions.

RJK:sh
Attachment

Safety & Loss Control Department Overview

Scope of Responsibilities and Available Services (Services are available at no extra charge)

1. **Consultations:** Safety and Loss Specialists are available to consult with member agencies on a variety of topics. Specialists have access to numerous experts in the field of loss control and risk management. In addition, we encourage questions related to any topic of interest that allows SISC to further expand our services and learn more about your concerns.
2. **Indoor Air Quality (IAQ):** IAQ problems potentially affect all building occupants, including students and staff. Such problems can be problematic as well. The department provides consultation to member districts to help investigate IAQ problems. Physical inspection services are provided, which in most cases are sufficient to resolve problems. In the event that outside industrial hygiene services are necessary, staff can help obtain appropriate assistance.
3. **Lead:** Lead paint is a highly regulated material, particularly in public schools. The department provides advice and direction regarding the requirements with respect to lead paint. This issue not only applies during modernization or construction but also to in-house maintenance activities.
4. **Management Plans (Asbestos):** Highly regulated, asbestos is an ever-present issue that must be managed. The department assists member districts by conducting the three-year re-inspection and maintains the district's management plan on computer as appropriate.

Emergencies inevitably occur; the department is available to assist in emergency response planning, coordination of response, and assistance in securing appropriate response personnel.

5. **Playground Safety:** Playground equipment provides children with important mental and physical challenges that enhance their growth and development. Risking serious injury, even death, should not be a part of the playground dynamics. Therefore, staff is available to conduct inspections and provide consultation regarding equipment placement, layout, and type. The department has resource material available to assist member districts in establishing playground supervision programs as well as in-house inspection and maintenance programs. Accidents on playgrounds occur; it is a high priority for the department to help ensure that such accidents are not the result of defective or inappropriate equipment.
6. **Regulations:** New regulations continually appear that greatly affect the day-to-day functions of school districts. The department takes an active role in legislative analysis in an effort to make an impact in the lawmaking process as well as promulgating strategies for district compliance. Staff works to maintain positive relationships with regulators and administrative agencies that govern and enforce compliance.
7. **Site Inspections:** The condition of a district's premises presents an ongoing challenge for maintenance staff and a potential for injury to students, staff, and visitors. The focus of such inspections is to help identify those hazards that if left uncorrected pose an unacceptable level of risk for injury. Resources for self-inspection are also available.

8. **Training and Education:** The spectrum of risk management issues facing school districts is broad. Ongoing training and education is critical in keeping pace with the changing climate and new regulations. Online training is available to assist districts with their employee training needs. It is intended to be supplemental to the training efforts of each district. Online training provides users the flexibility to receive training at their convenience right from their own desks. Modules may be stopped in progress and the system will allow the user to return later without having lost the work already done. The program also supports a database which maintains records of completed modules and completion dates by user.
9. **Vehicle Database:** Maintaining an accurate accounting of vehicles is not only important to insure coverage is in place, but it can be a challenge as well. The department maintains a vehicle reporting database, accessible on-line, for member districts to view the current list of vehicles for their district, make changes, or add vehicles. For compliance with the California insurance responsibility laws, the department issues Proof- of-Insurance cards specific to each vehicle reported.
10. **Video Resources:** The department maintains a video library on a variety of safety and risk management related topics that member districts can utilize to conduct in-service and/or employee training.