

TO AMEND TITLE 2 CHAPTER TABLE: ADMINISTRATION; TO AMEND CHAPTER 2.75 RISK MANAGEMENT PROGRAM

The County Board of Supervisors of the County of Eau Claire does ordain as follows:

SECTION 1. That Chapter 2.75 of the Table of Title 2 of the code be amended to read:

2.75 County ~~Safety~~ Risk Management Program

SECTION 2. That Chapter 2.75 of the code be amended to read:

Sections:

- 2.75.001 Purpose.
- 2.75.010 Definitions.
- 2.75.020 Responsibilities of ~~director~~ Risk Manager
- 2.75.030 Responsibility of departments.
- 2.75.040 Employee responsibility.

2.75.001 Purpose. The purpose of this chapter shall be to establish a risk management program including the promotion of employee safety for the county. The risk management objectives include:

- A. Protection of the county against financial consequences of accidental losses which are catastrophic in nature and preservation of county assets and public service capabilities.
- B. Minimization of long term costs to the county due to activities related to the identification, prevention and control of accidental losses and their consequences.
- C. Provision of a safe and healthy work and service environment, in which employees, and the general public can enjoy safety and security in the course of their daily pursuits. It is the county’s goal to prevent employee illness and injury and to reduce county losses of property and productivity, which may result because of employee accidents.
- D. Specific risk management provisions.
 - 1. Loss control committee (with members representing upper management who will establish county goals, support ~~R.M.~~ risk management activities and monitor for effectiveness).
 - 2. Hazard identification activities (including facilities, equipment, environmental assessments, job hazard analysis and work practice monitoring).
 - 3. Insurance/self-insurance program (distribution of risk where appropriate).
 - 4. Self-insurance of worker’s compensation program (reducing claims and losses).
 - 5. Compliance with OSHA and Wisconsin Department of ~~Commerce~~ safety requirements Safety and Professional Services (federal and state laws).
 - 6. Employee and management training programs (such as alcohol and drug awareness; defensive driving; safe work practices, sexual harassment prevention and others).
 - 7. Safety committees (to facilitate employee partnerships for promoting communication of safety needs, expectations, and resources).
 - 8. Contract managing program (enforcing minimum insurance levels and safety requirements for contractors).

9. ~~Safety coordinator~~ Risk Manager (to promote a proactive safety environment; to coordinate and facilitate hazard control activities within the workplace).

2.75.010 Definitions. The following definitions apply to this chapter:

A. "Committee" means the committee on administration.

~~B. "Director" means the purchasing director.~~

~~C, B.~~ "Employee" means all persons, ~~whether paid on an hourly basis or via salary, both management and nonmanagement and represented by a collective bargaining agreement and nonrepresented~~ employed and paid by Eau Claire County regardless of employee status.

~~D. C.~~ "Loss control" means any action designed to reduce financial losses to the least possible amount.

~~E. D.~~ "Loss reduction" means any measure taken to reduce the severity of a loss after it occurs.

~~F. E.~~ "Loss prevention" means any measure taken to reduce the frequency of loss.

~~G. F.~~ "Workers compensation coordinator" ~~the risk manager means shall be the~~ employee assigned the responsibility for coordinating the workers compensation paperwork.

2.75.020 Responsibilities of ~~director~~ Risk Manager.

A. The ~~director~~ risk manager shall have the responsibility of implementing the county's risk management program and shall enforce county ~~polices~~ policies and procedures by directive. The loss control committee shall promulgate policies and procedures which shall be formulated and recommended by the ~~director~~ risk manager.

B. With respect to employee safety matters, subject to the supervision of the county administrator, the ~~director~~ risk manager shall have ~~line~~ authority over all county ~~administrative personnel~~ department heads and officers solely for the purpose of implementing the county risk management program with respect to this chapter.

C. The ~~director~~ risk manager is authorized to appoint, with the concurrence of the respective department heads, safety committees and loss control committees to be composed of supervisory and nonsupervisory personnel therein. Such committees shall assist the ~~director~~ risk manager in the formulation of risk management policies and procedures and in their implementation.

D. Other responsibilities include:

1. Identifying and measuring all risk of accidental loss.

2. Selection and recommendation of appropriate risk management techniques for specific exposure problems.

~~3. Develop~~ Utilize and maintain an information system for timely and accurate recording of losses, claims, insurance premiums and other costs.

~~3~~ 4. Analyzing and allocating insurance premiums, uninsured losses and other risk costs to the budgetary units.

2.75.030 Responsibility of Departments.

A. The respective department heads and their subordinate supervisors shall cooperate with and implement the directives of the ~~director~~ risk manager.

B. Department heads shall be primarily responsible for the implementation of county risk management policies, procedures and activities.

C. Subject to the general supervision of their department heads, supervisors shall be responsible for the following aspects of the safety program:

1. Inspection of work areas or job sites for physical hazards;

2. Supervision of employees for the purpose of ascertaining and enforcing compliance of their work habits with county risk management policies and procedures; and

3. Within one working day of the knowledge of the occurrence or the report thereof, whichever is first, the reporting to the worker's compensation coordinator of all employee accidents, injuries and near misses and the causes thereof.

D. Failure of department heads or subordinate administrators to comply with the county risk management policies and procedures may result in discipline invoked by the county administrator or the appropriate department head, in accordance with 2.75.040 D.

2.75.040 Employee responsibility.

A. All employees shall comply with such provisions of the county risk management policies and procedures as may affect or concern their job description, work habits and work sites.

B. Each employee who suffers an injury or is involved in an accident on the job shall report the same verbally to the supervisor as soon as is physically possible after the occurrence. Within one working day he or she shall submit the employee incident form, ~~upon forms as~~ supplied by the supervisor, a detailed written report of the nature of the occurrence. The injured employee shall keep the supervisor or the worker's compensation coordinator informed of the injury status, including informing the supervisor or worker's compensation coordinator within one working day after learning of a recommended surgery for cure or treatment of the injury. The injured employee shall make "contact" with the supervisor or worker's compensation coordinator at least once every 7 ~~less~~ lost work days. "Contact" meaning: Providing detailed information regarding the condition of the employee's injury in the form of written physician reports; and status updates (via a personal telephone call or visit) of other relevant findings and plans.

C. Employees shall submit only worker's compensation claims pertaining to employment at Eau Claire County. Inappropriate and fraudulent claims will be denied. Information related to fraudulent claims will be forwarded to the district attorney for appropriate action and to the human resources department for the appropriate discipline which may lead to termination.

D. Failure to comply with the county risk management policies and procedures may result in discipline of an employee based upon just cause. Discipline shall be invoked by the appropriate department head based upon information provided by the director and the human resources director.

ENACTED: December 1, 2020