

**GRANT COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO. R-23-37**

**A RESOLUTION FORMING THE LOSS PREVENTION COMMITTEE**

**WHEREAS**, the Grant County Board of Commissioners met in a Regular Meeting on June 8<sup>th</sup>, 2023; and

**WHEREAS**, the County of Grant recognizes that every employee is entitled to a work environment which affords every reasonable safety protection within the mission and authority of the County; and

**NOW, THEREFORE, BE IT RESOLVED**, by the Grant County Board of County Commissioners that:

1. The County Emergency Manager shall establish a Loss Prevention Committee (the "Committee"). The Committee shall serve as an advisory committee to the County Manager on all matters related to the County Risk Management program.
2. The Committee shall assist management in protection the County's human, capital, and financial resources. The Committee shall strive to identify and eliminate or reduce sources of actual or potential loss to employees, citizens, and County property and equipment.
3. The Committee is charged with reviewing all safety and loss prevention issues; e.g., review all claims, accidents, and losses and make appropriate loss prevention recommendations to management; recommend loss prevention techniques to management to avoid future losses; conduct inspections for hazard identification and to confirm the implementation of loss prevention policies; educate employees, elected officials, and management concerning loss prevention issues; design and promote a program to recognize employees with exemplary safety records; review employee use of personal protective device practices; and promote loss prevention and safety awareness to all employees.
4. The Committee recommendations shall be submitted to the County Manager for timely review and disposition.
5. The Committee shall meet on a monthly basis.
6. Members of the Committee shall be nominated by the Grant County Emergency Manager. Appointments will be for a term of one (1) year, and employees may be reappointed for subsequent terms.

7. The Committee shall consist of members representing key areas of County government. Membership should comprise cross-representation of the County; e.g., elected officials, managers, supervisors, and employees. Membership shall include at least a sworn member from the sheriff's office, a detention officer, an employee from public works, maintenance, and general administration.
8. The Committee shall appoint the chairperson, vice chair, and secretary at the first Committee meeting. Appointments shall be for a period of one (1) year.
9. The County Loss Prevention Representative shall serve as an ex officio member to the Committee.

Grant County is committed to make its Loss Prevention Committee a success. It shall require all County employees to assist and cooperate in this effort, and shall encourage County employees to participate on the Committee.

**APPROVED, ADOPTED, AND PASSED** on this 8<sup>th</sup> day of June 2023.



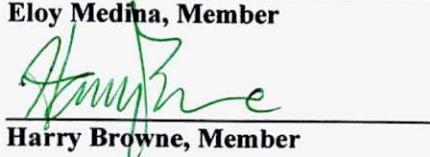
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Chris Ponce, Chairman



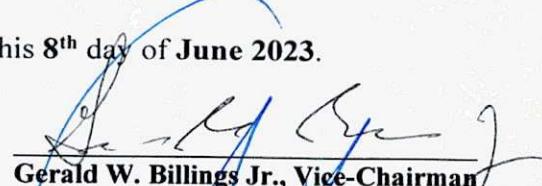
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Eloy Medina, Member



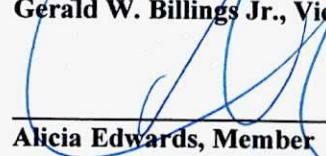
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Harry Browne, Member



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Gerald W. Billings Jr., Vice-Chairman



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Alicia Edwards, Member

ATTEST:



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Marisa Castrillo, County Clerk



## Grant County Loss Prevention Committee Bylaws

### **Name of Committee**

Grant County Loss Prevention Committee (GCLPC)

### **Purpose**

The purpose of the Grant County Loss Prevention Committee is to provide an avenue for all Grant County employees to contribute to workplace safety to achieve and maintain a safe, healthful working environment.

### **Goal**

The goal of the Grant County Loss Prevention Committee is to eliminate workplace incidents and illnesses by involving employees and managers in identifying hazards and suggesting ways to eliminate and prevent them from occurring. This can be facilitated by reviewing incidents, identifying root causes of incidents and suggesting ways to prevent future incidents.

### **Objectives**

The Grant County Loss Prevention Committee has four objectives:

- Provide measures for employee involvement in achieving a safe, healthful working environment.
- Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths.
- Conduct workplace inspections, identify hazards and recommend methods for eliminating or controlling hazards. Establish procedures to ensure follow-up and closure for all reported hazards.
- Annually evaluate the Grant County Loss Prevention Committee workplace safety and health program and recommend improvements to management.

### **Representatives**

The Grant County Loss Prevention Committee will have a committee representing employees and supervisors. Employee representatives can volunteer for committee service or can be selected by their department head. Employer representatives can be appointed by the County Manager. Employee representatives will serve a continuous term of at least one year. To ensure at least one experienced representative serves on the committee at all times, it may be advisable to stagger the terms of the members.

### **Committee Chair, Vice-Chair and Secretary**

The committee should elect a committee chair, vice-chair and secretary.

#### **Duties of the Committee Chair**

- Schedule monthly committee meetings.
- Develop and distribute written agendas for committee meetings.
- Conduct committee meetings.
- Present committee correspondence and reports for committee approval.
- Ensure the preparation and distribution of committee meeting minutes.

#### **Duties of the Committee Vice-Chair**

- In the absence of the committee chair, assume the duties of the chair.
- Perform other duties as directed by the chair.

#### **Duties of the Secretary**

- Arrange meeting location.
- Record meeting minutes.

- Disseminate meeting minutes.
- Track members' length of service (terms).

### **Election of Committee Chair, Vice-Chair and Secretary**

The election of the committee chair, vice-chair and secretary will be held annually during the committee meeting. If the chair, vice-chair or secretary leave office before the term expires, an election will be held during the next scheduled committee meeting. The elected officer will serve for the remainder of the term.

### **Meeting Agenda**

The agenda will prescribe the order in which the Grant County Loss Prevention Committee conducts its business. The agenda will also include the following, when applicable:

- A review of new safety and health concerns.
- A status report of employee safety and health concerns under review.
- A review of all workplace near-miss incidents, accidents, illnesses, or deaths occurring since the last committee meeting.

### **Safety Committee Meetings**

The Grant County Loss Prevention Committee will meet once a month on a date and time decided by the committee. A quorum of committee members, being one more than half of official committee members, must be present to conduct official business. If, for reasons beyond the control of the committee, the meeting must be canceled, the committee will reschedule at a later date in the same month, or, the committee may choose to postpone the meeting until the following monthly meeting.

### **Meeting Attendance**

Each committee member or her/his designee will attend the monthly meeting and participate in monthly hazard identification inspections, as well as other committee functions as requested.

### **Meeting Minutes**

Minutes will be recorded at each committee meeting and distributed to each committee member. Minutes of each committee meeting will be made available to all employees upon request. All reports, evaluations and recommendations of the committee will be included in the minutes. The minutes will also identify committee members who were in attendance and who were absent from each committee meeting.

### **Employee Involvement**

The Grant County Loss Prevention Committee will encourage employees to identify health and safety concerns and hazards in the workplace. Concerns raised by employees will be presented to the committee, recorded in the meeting minutes, recorded in the safety log, and reviewed by the committee.

### **Voting**

The committee shall make decisions by virtue of a majority vote of regular committee members.

### **Safety Log**

The committee will maintain a log of all employee concerns, including the date received, the date recommendations were made to management, management responses and the date the concern was resolved.

### **Identified Concern/Issue Response**

The committee will respond to employee concerns in writing and work with management representatives to resolve them. The committee will present written recommendations for concern/issue resolution to management. It is suggested that within 30 days of management receiving the written recommendations,

management respond in writing to the committee indicating acceptance, rejection or modification to the proposed resolution.

#### **Incident and Accident Review**

The Grant County Loss Prevention Committee will review all safety and health-related incidents at the next regularly scheduled meeting following the reported incident. Safety-related incidents include: work-related near-miss incidents, injuries, illnesses and deaths. A determination of the root cause of the reviewed incidents will be the focus of the investigations. Resolution of identified issues will be presented to management representatives.

#### **Workplace Inspections**

Members of the Grant County Loss Prevention Committee will conduct workplace inspections of county facilities. Committee members are encouraged to include all employees in discussion relating to safety concerns in their respective work areas. The committee will provide a written report/form to the committee and management that documents the location of all health or safety hazards identified during the inspection. The report will recommend options for eliminating or controlling hazards. It is suggested that within 30 days of receiving the written recommendations, management respond in writing to the committee indicating acceptance, rejection or modification to the proposed resolution.

The GCLPC Bylaws of the Loss Prevention Committee of Grant County were officially approved on this \_\_\_\_\_ day of \_\_\_\_\_ 2023

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GCLPC Chair

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Date

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GCLPC Vice Chair

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Date

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GCLPC Secretary

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Date