
Workers' Compensation & Loss Prevention

City of Dallas Council Briefing
June 1, 2005

Background

- Commission on Productivity and Innovation recommended changes for Loss Control March 28, 2005
- City Council approved the City Manager's recommendation to consolidate the Safety/Loss Control functions and develop an Absence Management program on April 6, 2005
- The Human Resources Department consolidated Risk Management Staff functions on April 7, 2006

Purpose

- **Provide a status update of the April 6, 2005 recommendations made to Council:**
 - Consolidate staff to Implement Loss Prevention and Workers' Compensation Programs
 - Secure Risk Management Information Software
 - Implement Citywide Loss Prevention Program
 - Implement Citywide Absence Management Program to include Return to Work strategies

Implementation Schedule

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| <ul style="list-style-type: none">■ <u>Consolidate Citywide Loss Prevention Staff</u><ul style="list-style-type: none">❑ Identify positions to be transitioned to HR❑ Develop a scope of work for Safety❑ Establish agreement with Department Directors for Safety Outcomes❑ Train designated staff migrating to Human Resources | April 7 – July 1
Completed
Completed
In progress

In Progress |
| <ul style="list-style-type: none">■ <u>Secure Risk Management Information Software</u><ul style="list-style-type: none">❑ Utilize consultant (AON) to assist developing RFP❑ Identify vendors for RFP dissemination❑ Vendor selection process thru COD Procurement & Business DevelopmentPresent to City Council recommendation for vendor Selection | June 1 – Oct. 1
In Progress
In Progress

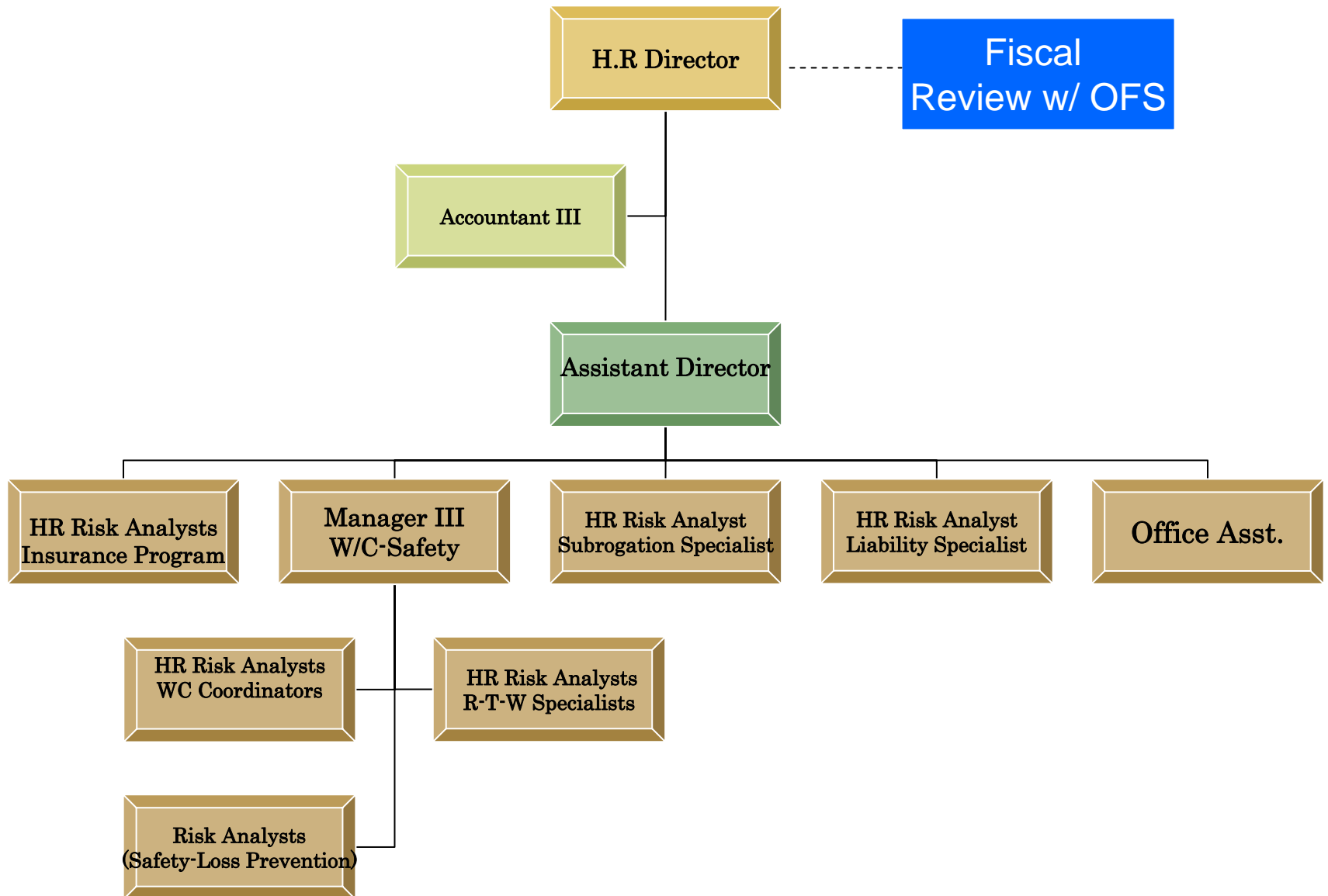
Complete by Sept 15
Complete by Sept 15 |

Implementation Schedule

- **Implement Citywide Loss Prevention Program** **June 1 – Oct. 1**
 - Review and revise Directives/Procedures In Process
 - Identify the “high priority” departments/class titles Completed
 - Create employee incentive program In Progress
 - Develop safety training plans for citywide implementation In Progress
 - Develop and implement the executive scorecard tied to performance evaluation In Progress

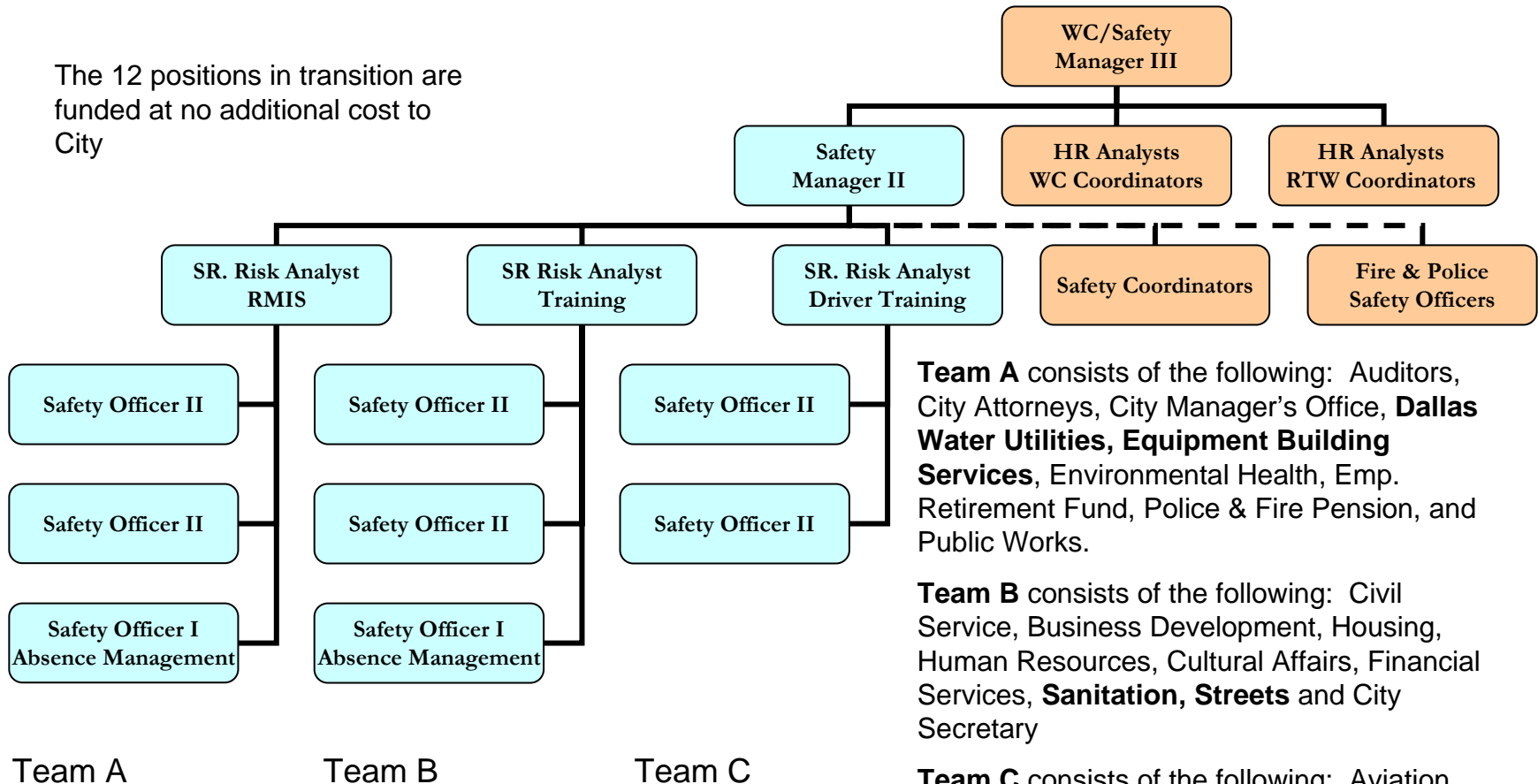
- **Absence Management Program** **May 23 – Aug 31**
 - Utilize consultant (AON) to develop RFP Criteria In Progress
 - Evaluate proposals through the COD Purchasing Process Complete by Aug 1
 - Select vendor and make recommendation to the City Council Complete by Aug 24

Risk Management Structure -as of April 7, 2005



Risk Management Structure - as of July 1, 2005

The 12 positions in transition are funded at no additional cost to City



Team A consists of the following: Auditors, City Attorneys, City Manager's Office, **Dallas Water Utilities, Equipment Building Services**, Environmental Health, Emp. Retirement Fund, Police & Fire Pension, and Public Works.

Team B consists of the following: Civil Service, Business Development, Housing, Human Resources, Cultural Affairs, Financial Services, **Sanitation, Streets** and City Secretary

Team C consists of the following: Aviation, **Code**, Convention Center, Communication Information, Intergovernmental Services, Library, Environmental Quality, **Park**, and Trinity River

Bolded Depts. will be transitioning FTEs to HR

Next Steps

- Develop Detailed Program Guidelines Complete by Jul 1
- Begin Program Implementation By Jul 1
- Develop Program Budget Impacts Complete by Aug 3
- Establish benchmarks for department directors performance evaluations Complete by Oct 1
- Create Department measurement system Complete by Oct 1
- Establish monthly reports for City Manager's Review Complete by Nov 1
- Create mid-year report for Council Complete by Apr 1 '06
- Create annual report for City Council review and edification Complete by Nov '06

Questions?



City of Dallas
Human Resources Department
Partnership Commitment

Effective June 1, 2005, the Human Resources (HR) Department began partnering with city departments in the provision of HR services. This revised agreement is provided as a reminder and update of the HR services to be provided by the HR Safety Officer as well as the respective department:

1. Focus on Human Resources functions including partnering with the Human Resources Generalist on loss prevention issues.
2. Continue to uphold a high standard of accountability and responsiveness related to HR services due to the earlier citywide consolidation of human resources functions.
3. Improve customer service by, focusing on proactive responses in an effort to reduce/alleviate issues, strategic problem identification, or effective problem resolution once the issue is presented.
4. Provide long-term stability and citywide consistency in the administration and application of safety policies, procedures and applicable laws and regulations.

PURPOSE

The Generalist will serve as the primary contact between the partner department and an assigned team that will provide expertise in a variety of human resource functions such as benefits, employee relations, staffing, loss prevention, absence management, training and resource planning, wage and salary administration and payroll. In addition, the Generalist will assist the partner department in evaluating, developing and implementing practices and procedures to ensure effective and consistent human resources management (Detailed in the attached Classification Specification). The Safety Officer will provide expertise in a variety of loss prevention functions such as inspections, training, safety programs and procedures, investigations, audits, appeals, driver safety, risk reporting and analysis.

SCOPE OF WORK – Safety Officer

1. Prepares and presents a variety of safety meetings and training programs to employees, supervisors, and managers to disseminate information relating to safety goals, regulations, practices, techniques and standards. Trains supervisors in accident prevention techniques and accident reporting procedures.
2. Assists departments in developing safety policies, procedures, safety manuals and standard operating procedures.

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SCOPE OF WORK – Safety Officer

3. Reviews reports of injuries, property damage, liability, vehicle collisions, claims involving the department and initiates appropriate action.
4. Participates in field inspections to ensure compliance with appropriate safety standards. These inspections may result in potential exposure to hazardous substances which may require the use of a respirator or other personal protection equipment.
5. Participates in various departmental safety or accident review committees.
6. Coordinates driver physical examinations, driver safety, alcohol and drug testing programs.
7. Conducts job safety analysis and reviews standard operating procedures for the use of equipment or tools to perform job tasks.
8. Compiles numerical data showing accident frequency, severity and related costs. Uses this information to analyze accident related costs for the department.
9. Inspects work sites, equipment, and supplies. Observes workers to determine level of compliance with established safety practices, detect safety hazards and discusses findings with crew, supervisor and managers to facilitate the correction of identified safety hazards.
10. Develops and implements specialized training programs tailored for hazards unique to the various job assignments.
11. Investigates accidents and injuries involving city personnel or city equipment by interviewing workers and supervisors. Reviews accident reports to identify trends in occupational injuries and make recommendations for corrective actions.
12. Investigates and evaluates safety suggestions made by employees of the department.
13. Coordinates processing of liability and subrogation claims to ensure proper payment resolution.
14. Makes recommendations to prevent automotive and industrial accidents and to correct unsafe conditions.
15. Directs, and participates in safety audits to reduce occupational safety risk factors and ensure compliance with safety directives and federal, state and local regulations.

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REPORTING

The Safety Officer will office at the partner department or in the H.R. Department; however, he/she will report directly to a Human Resources Department Safety/Loss Prevention Manager, and will have an indirect reporting relationship with the partner Department Director or Chief. Leave coordination will include partner department, but, the approval will be granted by HR. The Human Resources Department will provide support/assistance while any assigned Safety Officer is on leave.

LENGTH OF ASSIGNMENT

The Generalist/Safety Officer will be assigned to a department typically for a period of approximately twenty-four months. Reassignment will be at the discretion of the Director of Human Resources. Partner departments will be notified and consulted regarding timing of change.

TRAINING

Human Resources will provide on going training and support for the Safety Officer to ensure continued expertise in all areas of human resources and loss prevention.

EVALUATIONS

Evaluations of the Safety Officer will be the responsibility of the Human Resources Department, with input from the partner department.

Service delivery discussions between the Human Resources Director and partner Department Director will be held quarterly or as needed.

OUT CLAUSE

The partner Department Director may request, with justification and HR Director's approval, a new Safety Officer after a reasonable transition period has elapsed.

The Safety Officer may request, with justification and HR Director's approval, a new department assignment after a reasonable transition period has elapsed.

OFFICE SPACE/SUPPORT

The partner department will be responsible for providing office space (which allows for confidentiality), furniture, equipment and parking privileges for the Safety Officer. Office space will be furnished with a desk/Herman Miller, chair, computer with access to network and a printer, phone with voicemail feature, pager or cell phone, access to a facsimile machine and office supplies. As a member of the Human Resources Department, the Safety Officer will have access to employee files and records. The partner department will be responsible for providing general office support (i.e. telephone, filing, etc.) for the Safety Officer. Additionally, any travel expenses incurred by the Safety Officer in the fulfillment of duties by the assigned department are to be reimbursed by the assigned department (ie. mileage).

This agreement is intended to describe the general nature and level of work to be performed by the Human Resources Safety Officer. This is not an all inclusive/exhaustive list of responsibilities or duties.

The partner department management team will have the opportunity to provide feedback on the human resources services received on a quarterly basis.

Client Services Executive Manager / Date

Safety Officer / Date

Director of Human Resources / Date

Partner Dept Dir. (Name of Dept.) / Date