

# LOSS PREVENTION POLICY LETTER

## Program Element

### [R2-10-206\(A\)](#)

Each agency shall issue an agency loss prevention policy letter that integrates loss prevention and safety policies into all agency activities.

A policy letter conveys the agency's commitment to health, safety and the control of risk exposure. The policy letter should be more than an outline of regulatory duties.

To be effective, a policy letter must be tailored to the operations of the agency, be seen as consistent with the agency's objectives of operating in an efficient and predictable manner, be relevant to the agency's real and potential risk exposures, and be accepted as equal in importance to the agency's other policy objectives.

<b>Definition:</b>	A Loss Prevention Policy Letter is a written document signed by the agency Director that communicates support and commitment to the agency's Loss Prevention Program at all levels within the agency.
<b>Why do I need a Loss Prevention Policy Letter?</b>	A policy letter: <ul style="list-style-type: none"><li>● Provides a clear indication of the agency's objectives and plans for employee and customer safety, environmental, and property protection;</li><li>● Sets the level of expectation for eliminating and reducing losses;</li><li>● Helps convey and promote an effective loss prevention program; and</li><li>● Indicates management's support to health and safety in the workplace.</li></ul>
<b>How do I know if this program applies to my agency and my specific job hazards?</b>	Pursuant to R2-10-205(A), R2-10-206(A) and R2-10-207(1) a Loss Prevention Program is required by all agencies, boards and commissions. A Loss Prevention Policy Letter is an integral part of the program.

<p><b>What are the minimum required elements and/ or best practices for a Loss Prevention Policy Letter?</b></p>	<p><b>Guidelines and Criteria:</b> The development of an effective Loss Prevention Policy Letter should take the following items into consideration:</p> <ul style="list-style-type: none"> <li>● Compliance with regulatory requirements is the minimum standard. When possible, it is preferred that Agencies adopt loss prevention policies that strive to achieve a higher standard than compliance.</li> <li>● Each Agency's management has the responsibility for implementing and enforcing health and safety policies and procedures.</li> <li>● It is the responsibility of all personnel to maintain a safe workplace.</li> <li>● The commitment to treat health and safety as a core management function.</li> <li>● The commitment of necessary resources for achieving health and safety goals.</li> <li>● The importance of protecting the health and safety of employees and others who may be affected by the agency's operations.</li> </ul>
<p><b>Are there any mandatory training requirements or best practices that should be developed by the agency?</b></p>	<p>There is no specific training required to develop and implement a Loss Prevention Policy Letter. The letter should align with the agency's mission. Best practice would be to communicate the Loss Prevention Policy Letter annually at a minimum and every time there is a change in agency executive leadership.</p>
<p><b>Are there specific requirements for documenting the program, training, etc...?</b></p>	<p>The Loss Prevention Policy Letter should be written and available to all employees. To ensure that employees are familiar with the agency's pledge to provide a safe and healthful work environment, the Loss Prevention Policy Letter should be conveyed as part of new employee orientation.</p>
<p><b>Are there any resources available that can assist me?</b></p>	<p><b>Yes.</b> State Risk Management Loss Prevention Consultants can assist agencies in customizing the below template to address this requirement.</p> <p>Risk Management has developed a <a href="#">Loss Prevention Policy Letter template</a>, which may be tailored to your agency's needs.</p>