

**2023 South Carolina Association of Counties  
Workers' Compensation and Property & Liability Trusts  
Most Improved County Application / Basic Risk Management Standards Self-Audit**

**Please complete the self-audit below in order to comply with the Basic Risk Management Standards which require all Trust members to submit annually as a self-audit of their risk management program. This audit is also used to evaluate members for risk management awards including Most Improved County and the Sustained Excellence in Risk Management. Please note that for the purposes of this audit the terms risk management and safety are used interchangeably. This audit should be for activities occurring during the period 7/1/22 – 7/1/23.**

**County/Member - \_\_\_\_\_**

- 1. Has your organization issued a risk management policy statement? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

A risk management policy statement is usually a memo or declaration from the chief administrative officer to all employees that declares that the organization is committed to creating a safe work environment and preserving the assets of the entity. The declaration also requires that all employees do their part to maintain a safe work environment by following established safety guidelines and participating in safety training and related activities. This policy statement is the first step in the establishment of an effective risk management program, and it should come from the chief administrative officer.

- 2. Does the chief administrative officer of your organization actively participate in the risk management program? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

Leadership and support from the top is essential for success. Supporting the risk management program and being closely identified with it will encourage employees at all levels to actively participate. If department heads and employees have the impression that safety program participation is not a high priority of the chief administrative officer, it is unlikely that they will give safety a high priority.

- 3. Are department heads and supervisors held accountable for their safety management performance? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

Annual evaluations should take into account safety management performance. Managers will usually not place emphasis on activities for which they are not evaluated. Evaluations should not be based solely on the number of accidents that occur. Basing safety performance on the accomplishment of assigned safety tasks is a good starting point. Assigned tasks could include such activities as conducting written monthly safety inspections, conducting accident investigations, following up on the recovery of workers who are out with injuries, and conducting safety training for workers.

- 4. Has responsibility for coordination of the risk management program been assigned? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

- 5. Do you have a full time risk manager? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

- 6. What percentage of time does the risk manager/safety coordinator devote to these responsibilities? 100%  50%  25%  <25%**

Comments: \_\_\_\_\_  
\_\_\_\_\_

- 7. Does the risk manager attend department head meetings and present information on claims history and risk management activity? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**8. Does the risk manager review and evaluate monthly loss reports provided by SCAC?**

Yes  No  Comments:

\_\_\_\_\_  
\_\_\_\_\_

**9. Does the risk manager share monthly loss reports with other departments?**

Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_

**10. Is the risk manager familiar with the workers' compensation claims for the past 3 years so that an accurate estimate of the trend for the experience modifier can be given to the CAO or Finance Director to assist in budget planning?**

Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_

**11. Does the risk manager / safety coordinator communicate on a regular basis with the chief administrative officer? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**12. Has an annual budget been established for safety? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

The size of the budget is no guarantee of success, but having a budget is an indication of your organization's commitment to the safety program. Safety programs are not likely to flourish without financial support. The safety budget may be established for the organization as a whole or by department. Departments need financial support to

purchase safety equipment and conduct training.

**13. Do you have a safety committee? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Please attach copies of the minutes from the safety committee for the past 12 months.**

Safety committees can be helpful in spreading the responsibility for safety among more people with a wider range of expertise.

**14. Has the safety committee set goals for the organization to accomplish in the past 12 months? Yes  No**

**Please describe your goals and the progress that has been made meeting those goals:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Safety committees without defined goals are not likely to be successful. It is recommended that goals be set that are realistically attainable. Small steps of progress are preferable to colossal plans that never get implemented.

**15. Are you conducting accident investigations? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Please submit copies of 3 completed workers' compensation accident investigations and 3 property and liability accident investigations (if applicable).**

**16. Are investigators reaching conclusions regarding corrective actions that should be taken to prevent similar accidents in the future? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**17. Does the risk manager document and positively verify that corrective actions listed in accident investigations have actually been completed? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

Too often corrective actions listed in accident investigations are simply opinions about what should be done. It is the risk manager's responsibility to verify that corrective steps have been implemented.

**18. Are regularly scheduled written safety inspections conducted in each department? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Please attach a copy of three inspections that have been conducted within the past 12 months.** Conducting safety inspections of all departments, at least monthly, is highly recommended as a means of detecting and removing hazards before accidents occur. Written checklists that are specific to each department are generally better than generic checklists. Rotating the responsibility for conducting safety inspections is an effective method of involving more people in the safety program. Conducting a safety inspection can be a waste of time if there is no follow-up on the correction of identified hazards. Responsibility for the correction of hazards should be clearly assigned and monitored.

**19. Does your organization have and effectively utilize a designated physician to treat occupational injuries whenever possible? Yes  No**

Comments: \_\_\_\_\_  
\_\_\_\_\_

By law employers in South Carolina have the right to designate what doctor employees see initially for occupational injuries. Claims costs can be reduced if designated physicians are used that are familiar with the county's needs and desires for employees to return to work as quickly as possible. When employees are allowed to choose their own doctor the possibility of malingering is increased.

**20. Does your organization have a procedure for following up on the recovery of injured workers?** Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_

Injured employees should know that the employer is their advocate rather than an adversary. It is important to stay in touch with employees during their recovery period so that they will know that their employer is interested in them and that they are still considered part of the team. When injured employees are ignored or an adversarial relationship is perceived, claims costs inevitably go up resulting ultimately in higher costs for the employer.

**21. Does your organization make transitional work assignments for injured workers who temporarily can't return to their normal duties?** Yes  No

Comments: \_\_\_\_\_  
\_\_\_\_\_

***Please attach any information that you feel will help describe your safety activities and pertain to the questions above.***