To be effective, both management and employees must share the responsibility for loss prevention.

**Management**

Management’s commitment to a loss prevention program will in large part determine the success of the program.

**Management’s responsibilities in loss prevention include:**

- Providing a safe workplace, safe vehicles, safe equipment, etc.
- Providing management direction in the Loss Prevention program including creating, implementing, monitoring, and supporting the program through training, supervision, analysis, and documentation.
- Provide adequate management controls for Loss Prevention. Identify, communicate, and control hazards throughout the organization.

**Hazards can be controlled through:**

- **Transfer:** The burden of a loss can be transferred by contracting out hazardous operations to be conducted outside of your own facilities.
- **Substitution:** As an example, a hazardous hot work activity could be replaced with a process without heat, eliminating that fire hazard.
- **Engineering controls:** These involve design choices for the physical environment that reduce probability of loss such as arranging a building layout with maximum visibility for supervision, thereby reducing the exposure to theft.
- **Administration controls:** These involve management of the human element to ensure that loss prevention procedures are followed.

Together, employees and management can have a positive effect on reducing, controlling, or eliminating workplace hazards, accidents, and injuries.
We recommend management:

• Review accident reports and ensure corrective action is taken promptly.
• Monitor Loss Prevention programs for application and effectiveness, modifying to when necessary.
• Include safety in performance reviews.
• Review Loss Prevention activities with all employees regularly.
• Ensure all employees comply with company Loss Prevention procedures and rules.

Employees

Management’s commitment alone will not automatically result in an effective Loss Prevention effort — employee participation is crucial. Having employees share the responsibility for Loss Prevention not only benefits the organization, but also benefits the individual employee and co-workers by ensuring safety for the property and employees.

Basic employee responsibilities for Loss Prevention include:

• Think safety before starting any work.
• Follow all Loss Prevention procedures, regulations, and rules.
• Follow inspection guidelines for all equipment, machines, and tools.
• Utilize proper personal protective equipment where required.
• Operate all equipment with safety guards in place while in operation.
• Operate only the equipment and machines you are trained and authorized to operate.
• Report all unsafe acts, conditions, and accidents immediately to management.
• Participate actively in Loss Prevention training.
• Suggest methods for control of workplace hazards.

About Us

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