



Sample Loss Control Program Outline

Administration

- Assign responsibilities to key leadership and/or employees for safety and training.
- Conduct background checks and references on all new employees, especially those in a trade.
- Train all employees on the proper way to set up their work area at a customer's home or business.
- Provide employees with the correct tools for the job and train them on how to properly utilize safety principles.

Beginning of Day Activities

- Stand-up meetings to distribute work orders
- Reiteration of safety rules and checklist requirements

Job Site Activities

- Use appropriate materials to protect floors and other surfaces from equipment, tools and debris.
- Heavy equipment should be supported by multiple workers to ensure items are not accidentally dropped.
- Photograph any prior damage before beginning work and document any conversations with customers.
- A completed job inspection checklist should be utilized to formally review setup and completed work.
- Checklists should be completed after each job to ensure that all work has been fully completed to the quality and safety expectations of both the company and customers.

Continuing Education and Quality Control

- All trade employees should complete their required continuing education for licensing (if applicable).
- Workplace safety meeting topics discussed in weekly or monthly employee meetings.
- Job site checklists should serve as a quality control tool.
- Additional training should be provided as needed, depending on the job hazards and/or working conditions.

Incident Investigation, Recordkeeping and Program Adjustments

- Documentation of all employee safety training and completed job inspection checklists should be maintained.
- All incidents, including damage to customer property, should be investigated to determine root cause.
- Adjustments to training, inspection checklists and other work processes as a result of incident investigation outcomes should be made.