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STATE OF FLORIDA

**Report from an Evaluation of the  
University of West Florida  
Loss Prevention Program**  
REPORT NUMBER SFLPP-7-12/13-UWF

**August 21, 2013**



Issued by:

Department of Financial Services  
Division of Risk Management  
State of Florida Loss Prevention Program  
200 East Gaines Street  
Tallahassee, Florida 32399-0337



## CONTENTS

	<u>Page</u>
EXECUTIVE SUMMARY .....	ii
1.0 INTRODUCTION AND SCOPE OF REVIEW.....	1
1.1 AGENCY REVIEW PROCESS OBJECTIVE AND SCOPE .....	1
1.2 AGENCY REVIEW PROCESS METHODOLOGY.....	1
2.0 AGENCY BACKGROUND.....	2
3.0 FINDINGS .....	2
3.1 ADMINISTRATION .....	3
3.2 SAFETY .....	11
3.3 WORKERS' COMPENSATION.....	26
4.0 SIGNATURE PAGE .....	33
5.0 ATTACHMENTS.....	34

## EXECUTIVE SUMMARY

The Division of Risk Management (the Division), Florida Department of Financial Services, conducted an agency review of the University of West Florida's (UWF's) loss prevention program based on Section 284.50, Florida Statutes (F.S.) and the State Loss Prevention Standards. The agency review was conducted in four phases consisting of planning and research, fieldwork, data review and analysis, and report drafting and distribution. The findings were organized into the key elements of administration, safety, and workers' compensation.

The Division found that UWF has a comprehensive safety program headed by the director of Environmental Health and Safety (EH&S), who has been delegated to serve as the safety coordinator (SC). The SC reviews claim data and identifies trends, and works with EH&S personnel to provide regular employee safety training. The Division found that the UWF loss prevention plan contains measureable goals and objectives.

The Division found that UWF conducts regularly scheduled safety inspections of facilities and equipment and has a system in place to report safety hazards and accidents. UWF has a university-wide employee awareness system that is made available to employees on the intranet, as well as through e-mails, text messages, and social media. UWF has three safety councils: the University Risk and Compliance Council (RCC), the Campus Safety and Security Council (CSSC), and the Biology, Chemistry and C.E.D.B. Safety Committee (BCSC). The RCC addresses overall risk associated with the operation of UWF. The CSSC's responsibilities include developing occupational safety awareness and training, promoting an accident prevention and loss control program, and reporting to the president and other university committees regarding issues relating to campus safety and security. The BCSC monitors incidents by employees and students, training requirements, and best practices for laboratory safety. The alternate safety coordinator (ASC) provides regularly scheduled safety and health education and training to university employees. The university has policies and procedures in place for conducting job safety analyses. The SC and the ASC work together to review data reports and conduct trend analyses in order to develop safety training that focuses on areas of high claim occurrence.

The Division found that the workers' compensation coordinator (WCC) monitors employee files for restrictions, return-to-work, and lost-time compliance. Supervisory training on workers' compensation claim handling is provided by the WCC on an annual basis. UWF has an official return-to-work program, which the WCC facilitates. The WCC also works with the nurse case manager on reporting and handling claims.

The Division found several improvement opportunities for the UWF loss prevention program. The CSSC does not meet quarterly as stated in the CSSC Charter. The WCC does not attend safety committee meetings, and discussions on workers' compensation issues and lost time claims were not among topics covered at the meetings. The UWF loss prevention program has not undergone an internal audit of its policies and procedures. The Division found that UWF did not have loss control strategies in place to address "presumption claims" within the university police department.

## **RECOMMENDATIONS**

1. The Division recommends that the university Inspector General or chief audit official conduct periodic performance audits of the loss prevention program, its policies, and university-wide adherence to those policies.
2. The Division recommends UWF develop and implement loss control strategies within the university police department to address possible issues of “presumption claims” as defined in Section 112.18, F.S.

## **1.0 INTRODUCTION AND SCOPE OF REVIEW**

The Division of Risk Management (the Division), Department of Financial Services, administers the self-insurance program for the State of Florida, offering lines of coverage to all state agencies and universities for workers' compensation (WC), general liability, civil rights and employment liability, automobile liability, and property. The Division consists of the Bureau of Risk Financing and Loss Prevention, the Bureau of State Employee WC Claims, and the Bureau of State Liability and Property Claims. Pursuant to Section 284.50, Florida Statutes (F.S.), the Division is required to conduct agency reviews as follows:

“The Division of Risk Management shall evaluate each agency’s risk management programs, including, but not limited to, return-to-work, safety and loss prevention programs, at least once every 5 years. Reports, including, but not limited to, any recommended corrective action, resulting from such evaluations shall be provided to the head of the agency being evaluated, the Chief Financial Officer, and the Director of the Division of Risk Management. The agency head must provide to the Division of Risk Management a response to all report recommendations within 45 days and a plan to implement any corrective actions to be taken as part of the response. If the agency disagrees with any final report recommendations, including, but not limited to, any recommended corrective action, or if the agency fails to implement any recommended corrective action within a reasonable time, the division shall submit the evaluation report to the legislative appropriations committees.”

### **1.1 AGENCY REVIEW PROCESS OBJECTIVE AND SCOPE**

The objective of this agency review is to evaluate the loss prevention program of the University of West Florida using a consistent and objective methodology. Agency reviews are based upon Section 284.50, Florida Statutes (F.S.) and the State Loss Prevention Standards (**Attachment A - State Loss Prevention Standards**).

The scope of this review is limited to the Division’s evaluation of program administration, safety, and WC. Standards relating to liability and property claims will not be covered in the first cycle of reviews.

### **1.2 AGENCY REVIEW PROCESS METHODOLOGY**

The agency review process methodology included the four primary phases of planning, fieldwork, data analysis, and report drafting/project closure. Planning and research involved agency notification, background research, and an entrance conference. The fieldwork phase included a site visit to UWF, staff interviews, and a file and record review. The data review and analysis phase included review of the documentation received at UWF and the development of findings, conclusions, and recommendations. The report drafting and project closure phase included preparing a report draft with supporting documentation, an exit conference, and incorporation of the agency response to recommendations.

## **2.0 AGENCY BACKGROUND**

UWF was established in 1963 as a research university specializing in engineering and the humanities. It is the sixth university within the State University System of Florida, and has a campus of 1,600 acres on a natural preserve. The university serves over 13,000 students, has approximately 1,600 employees, and is made up of 3 colleges: the College of Arts and Sciences, the College of Professional Studies, and the College of Business.

UWF is governed by a 13-member Board of Trustees. Members of the Board of Trustees are appointed by the Governor and by the Florida Board of Governors. The UWF President is Judy Bense, who has been in office since 2008.

## **3.0 FINDINGS**

Findings and conclusions are based on the Division's review of stakeholder interviews and supporting documentation during the planning/fieldwork phases and follow up. Program areas covered were administration, safety, and WC.

### 3.1 ADMINISTRATION

Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Administration</b>		
Statute/Standard: 1 State Loss Prevention Standards	The agency head will allocate sufficient resources and assure sufficient authority to fully and effectively implement the loss prevention program.	
Finding:	<b>Exceeded Standard</b>	
Justification:	In addition to the Statement of Support by the university president, interviews indicated that the university president allocated funds out of the president's office to pay for the safety coordinator position for 3 years when the position was eliminated from the Environmental Health & Safety budget. After this 3-year period, the safety coordinator position will be funded through the Environmental Health & Safety office.	
Support Documentation:	Attachment B — President Statement of Support	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Administration	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Administration</b>		
Statute/Standard:2 State Loss Prevention Standards	The loss prevention program will consist of a comprehensive safety program, as required by Section 284.50, F.S., and will coordinate with the agency's workers' compensation office (WCO).	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment C — P&P EH&S Standards	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
<b>Responsible Program Area:</b>	<b>Administration</b>	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		



Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Administration</b>		
Statute/Standard:3 State Loss Prevention Standards Section 284.50(1), Florida Statutes	Each agency head shall designate a safety coordinator who has comparable responsibilities to a senior management service employee in accordance with Section 284.50, Florida Statutes.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment D — SC&ASC Appt. Form Attachment E — UWF Org Charts & Business Cards	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Administration	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Administration</b>		
Statute/Standard:4 State Loss Prevention Standards Section 284.50(1)(a), Florida Statutes	The safety coordinator will develop and maintain a loss prevention plan for the agency and establish goals and measurable objectives to reduce the frequency and severity of employee accidents and injuries, and to prevent and reduce losses in workers' compensation claims. The safety program shall include a statement of safety policy and responsibility.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment C — P&P EH&S Standards Attachment F — EH&S P&P Manual	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Administration	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

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UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Administration</b>		
Statute/Standard:5 State Loss Prevention Standards	The safety coordinator will report program progress, any problems, and any corrective actions to senior-level management on at least a quarterly basis, and more often if needed.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment C — P&P EH&S Standards Attachment KK — Monthly Activity Reports	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Administration	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

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UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Administration</b>		
Statute/Standard:6 State Loss Prevention Standards	The safety coordinator will communicate at least quarterly with the WCC to discuss issues relating to loss prevention and determine what, if any, corrective actions need to be taken.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment G — CS&SC Charter Attachment H — CS&SC Agenda & Minutes	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Administration	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

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UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Administration</b>		
Statute/Standard:7 State Loss Prevention Standards Section 284.50(2), Florida Statutes	The safety coordinator will work collaboratively with the Division of Risk Management to promote effective loss prevention program outcomes through data sharing, ongoing research, identification and implementation of best practices, interagency activities (such as participation in the Interagency Advisory Council), training, policy development, and program recognition.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment I — IAC Meeting Attendance	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Administration	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

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UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Administration</b>		
Statute/Standard:8 State Loss Prevention Standards	Agency senior management will establish and provide the necessary support for a recognition program for the agency that, at a minimum, recognizes offices and programs for proactive measures to reduce employee accidents and safety related initiatives/actions.	
Finding:	<b>Exceeded Standard</b>	
Justification:	In addition to the recognition program for proactive measures taken by employees to increase safety efforts, the university police department has also created an incentive program which rewards faculty, staff, and students with a gift certificate to the university food court as a reward for safety awareness and hazard reporting efforts. Allocation of funds in support of this program were approved by university management.	
Support Documentation:	Attachment J — P&P Awards Attachment K — Safety Incentive Program	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Administration	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

**3.2 SAFETY**

Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Safety</b>		
Statute/Standard:9 State Loss Prevention Standards	The safety coordinator will be responsible for operating the loss prevention program on a day to day basis and will assist with planning, developing, promoting, implementing, monitoring, and improving the loss prevention program throughout the agency.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment C — P&P EH&S Standards	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

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UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Safety</b>		
Statute/Standard:10 State Loss Prevention Standards	The safety coordinator and the WC coordinator will implement a process to review all completed First Report of Injury forms and to use this information to strategically promote loss prevention activities.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment H — CS&SC Agenda & Minutes Attachment L — Monthly Claim Reports	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		



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UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Safety</b>		
Statute/Standard:11 State Loss Prevention Standards	The safety coordinator will identify areas in the agency that experience high frequency of claims or claims with high costs, and target loss prevention activity accordingly.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment L — Monthly Claim Reports	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Safety</b>		
Statute/Standard:12 State Loss Prevention Standards	Each agency will establish and maintain a safety committee that consists of the safety coordinator, unit safety representatives within the agency, and the WC coordinator. The safety committee will meet quarterly. The safety coordinator will chair the safety committee and will record minutes of every meeting.	
Finding:	<b>Exceeded Standard</b>	
Justification:	There are two committees that directly address safety issues: the University Risk and Compliance Council (RCC) and the Campus Safety and Security Council (CSSC). The RCC proactively handles risk associated with the operation of UWF. The CSSC serves as a focal point for examining campus security and safety issues and responsibilities. The CSSC promotes accident prevention and loss control programs; develops occupational safety awareness and training sessions for the university; and reports to and advises the president and other committees regarding issues relating to campus safety, security, and the prevention of violence. The Director of Environmental Health & Safety sits on the RCC. The Chief of Police chairs the CSSC. Additionally, the SC is in the process of developing a subcommittee within the CSSC to review claims, hazard reports, inspection reports, and more to ensure they are being directly addressed and reported to the CSSC.	
Support Documentation:	Attachment M — R&C Meeting Minutes Attachment N — R&C Council Members Attachment G — CS&SC Charter Attachment O — CS&SC Membership Attachment H — CS&SC Agenda & Minutes	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: <a href="#">Choose an item.</a>		

Date: <a href="#">Click here to enter a date.</a>	
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UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Safety</b>		
Statute/Standard:13 State Loss Prevention Standards	The safety coordinator will set the agenda for safety committee meetings and will allot time for unit safety representatives to provide updates on their program efforts and ask questions regarding program concerns. The safety committee will have time at each meeting to review and discuss workers' compensation first reports of injury and lost-time claims with a focus on trends, causation factors, and return-to-work efforts.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment H — CS&SC Agenda & Minutes	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Safety</b>		
Statute/Standard:14 State Loss Prevention Standards	The safety coordinator will provide or coordinate targeted safety training for employees within the agency. Each agency will keep a log of all attendees to every safety event or training.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment P — Payband Safety Analysis Attachment Q — EH&S Training List Attachment R — EH&S Training Requirement List Attachment S — EH&S Training Logs Attachment T — Training Roster	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

Agency/University	Report Number	Date Published
Choose an item.		8/21/2013 Final Report
<b>Safety</b>		
Statute/Standard:15 State Loss Prevention Standards	All employees will take an initial basic safety training course upon employment. Agencies that have high risk exposures should provide refresher training in accordance with safety industry best practices.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment F — EH&S P&P Manual Attachment S — EH&S Training Logs Attachment R — EH&S Training Requirement List Attachment T — Training Roster	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

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UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Safety</b>		
Statute/Standard:16 State Loss Prevention Standards	Each agency will ensure that employees are given instruction on how to perform their jobs in a proper and safe manner in accordance with agency policies and procedures, and that supervisors monitor employees to ensure employees are performing their jobs properly and safely.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment F — EH&S P&P Manual Attachment P — Payband Safety Analysis	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Safety</b>		
Statute/Standard:17 State Loss Prevention Standards	Each agency will perform a job safety analysis or conduct process safety management on new, complex, or high risk tasks and provide training on these new tasks.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment F — EH&S P&P Manual Attachment P — Payband Safety Analysis	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		



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UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Safety</b>		
Statute/Standard:18 State Loss Prevention Standards Section 284.50(1)(b), Florida Statutes	Agency unit safety representatives will conduct safety inspections, as determined by the safety coordinator, of all employee workplace locations or sites and on all agency grounds and premises with public access. The unit safety representatives will identify workplace hazards and exposures regarding grounds and premises with public access, and will submit all completed inspections to the supervisor and program or section manager. Each unit safety representative will provide the Safety Coordinator with a monthly report of all safety inspections summarizing findings, corrective actions initiated, and disposition of corrective actions.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment U — Safety Hazard Inspections Attachment V — Hazard Inspection Follow-Up Report	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

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UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Safety</b>		
Statute/Standard:19 State Loss Prevention Standards	Each agency must have a process in place for reporting hazards. When workplace hazards are identified, the unit safety representative will document the hazard, implement appropriate corrective actions, and report to the safety coordinator. When hazards on state grounds or premises with public access are identified, the unit safety representative will take appropriate corrective actions to protect the public and will report actions taken to the safety coordinator.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment U — Safety Hazard Inspections Attachment V — Hazard Inspection Follow-Up Report Attachment W — iService Request Procedures	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
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<b>Safety</b>		
Statute/Standard:20 State Loss Prevention Standards Section 284.50(1)(c), Florida Statutes	The safety coordinator will investigate and document all work-related accidents.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment X — EH&S Incident Report Forms Attachment Y— UWF Accident Investigation Form Attachment Z — UWF Report of Injury Forms	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
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<b>Safety</b>		
Statute/Standard:21 State Loss Prevention Standards Section 284.50(1)(d), Florida Statutes	Each agency will have an employee communication system that regularly distributes accident prevention goals and objectives to all employees.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment AA— UWF Emergency Notifications Program Attachment BB — Mobile Alert Information	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
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UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Safety</b>		
Statute/Standard:22 State Loss Prevention Standards	Each agency Inspector General or chief audit official will conduct a limited scope performance audit of the loss prevention program at least every five years.	
Finding:	<b>Did not meet standard</b>	
Justification:	The Division found that the UWF loss prevention program has not undergone an internal audit of its policies and procedures.	
Support Documentation:		
Recommendation:	The Division recommends that the university Inspector General or chief audit official conduct periodic performance audits of the loss prevention program, its policies, and university-wide adherence to those policies.	
Original Agency Response: Date: 8/21/2013	With regards to the first audit finding, lack of an internal agency audit of our program; I spoke with the Associate Vice President for Internal Auditing regarding conducting a periodic review of our program. She informed me that the General Counsel's Office was in the process of hiring a Compliance Specialist whose energies would be focused on just this type of undertaking from a University-wide perspective. The Compliance Specialist will be tasked with conducting these audit reviews in order to achieve compliance with Statute/Standard 22 "Each agency Inspector General or chief audit official will conduct a limited scope performance audit of the loss prevention program at least every five years". The position is at present going through the administrative process at Human Resources and will be advertised in the near future.	
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Safety	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

**3.3 WORKERS' COMPENSATION**

Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Workers' Compensation</b>		
Statute/Standard:23 State Loss Prevention Standards	Each agency will have a central workers' compensation coordinator and, as needed based upon the size of the agency, additional unit workers' compensation or human resources representatives responsible for processing and tracking employee injury claims.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment E — UWF Org Charts & Business Cards	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Workers' Compensation	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Workers' Compensation</b>		
Statute/Standard:24 State Loss Prevention Standards	The central workers' compensation coordinator will collaborate with the contracted medical case management provider to ensure that the case management claims administration and reporting processes are fully and effectively implemented, and that other agency personnel who handle workers' compensation claims are adhering to the case management model.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment CC — Claim File Logs Attachment DD — RTW Emails	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Workers' Compensation	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Workers' Compensation</b>		
Statute/Standard:25 State Loss Prevention Standards	The workers' compensation coordinator, the injured employee's supervisor, and all other agency personnel who handle claims will report all work place accidents or injuries to the contracted medical case management provider immediately after the occurrence.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment Z — UWF Report of Injury Forms Attachment EE — First Report of Injury Forms Attachment CC — Claim File Logs	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Workers' Compensation	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		



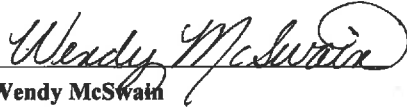
Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Workers' Compensation</b>		
Statute/Standard:26 State Loss Prevention Standards	The workers' compensation coordinator will provide training to all supervisors regarding their responsibilities, the clinicians' responsibilities, and the contractor representative's responsibilities. The workers' compensation coordinator will ensure that all field office human resources personnel who handle claims are adequately trained and that a monitoring mechanism is in place to ensure accurate and timely notification of worker injuries to the contracted medical case management provider.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment FF — WC Training Powerpoint Attachment GG — Compliance Training Program Attachment HH — Injury Reporting Procedures	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Workers' Compensation	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Workers' Compensation</b>		
Statute/Standard:27 State Loss Prevention Standards	The workers' compensation coordinator will actively promote and implement return-to-work and stay-at-work processes by ensuring that supervisors return injured employees to work immediately after the clinician provides the injured worker's functional restrictions and limitations to the agency. Agency management will collaborate with the workers' compensation coordinator to develop alternate and modified duty tasks for injured workers.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment DD — RTW Emails Attachment II — RTW Program Summary Attachment JJ — RTW Job Questionnaires	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
<b>Responsible Program Area:</b>	<b>Workers' Compensation</b>	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

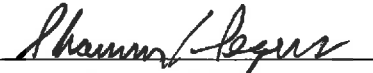
Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Workers' Compensation</b>		
Statute/Standard:28 State Loss Prevention Standards Section 112.18, F.S.	Agencies with law enforcement or correctional officer staff will implement loss control strategies to address “presumption claims” filed under the authority of Section 112.18, F.S.	
Finding:	<b>Did not meet standard</b>	
Justification:	The Division found that UWF did not have loss control strategies in place to address “presumption claims” within the university police department.	
Support Documentation:		
Recommendation:	The Division recommends UWF develop and implement loss control strategies within the university police department to address possible issues of “presumption claims” as defined in Section 112.18, F.S.	
Original Agency Response: Date: 8/21/2013	With regards to the second audit finding; the need to implement loss control strategies to address presumption claims filed under the authority of Section 112.18, F.S., discussions were held between Human Resources and Environmental Health and Safety on this issue. It was decided that training sessions would be held with all affected law enforcement officers to ensure they are aware of the particulars of this type of claim and the effect that it has on their specific situation. Topics during the training will not only include information on the specifics of the statute but also issues related to prevention of the conditions or impairments covered in the statute.	
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
Responsible Program Area:	Workers' Compensation	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

Agency/University	Report Number	Date Published
UWF	SFLPP-7-12/13-UWF	8/21/2013 Final Report
<b>Workers' Compensation</b>		
Statute/Standard:29 State Loss Prevention Standards	The workers' compensation coordinator will compile and conduct trend analyses of claims data for planning purposes.	
Finding:	Met Standard	
Justification:	The Division found that UWF's loss prevention program is currently meeting this standard.	
Support Documentation:	Attachment L — Monthly Claim Reports	
Recommendation:		
Original Agency Response: Date: <a href="#">Click here to enter a date.</a>		
Six-month Follow-up: Date: <a href="#">Click here to enter a date.</a>		
<b>Responsible Program Area:</b>	<b>Workers' Compensation</b>	
Reported Status: Date: <a href="#">Click here to enter a date.</a>		
Division of Risk Management Assessment: Choose an item. Date: <a href="#">Click here to enter a date.</a>		

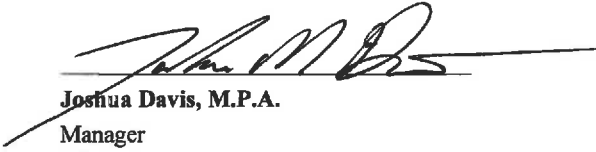
**4.0 SIGNATURE PAGE**



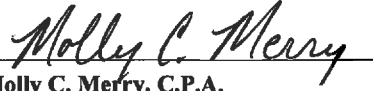
**Wendy McSwain**  
Government Analyst II  
State of Florida Loss Prevention Program  
Division of Risk Management  
Florida Department of Financial Services



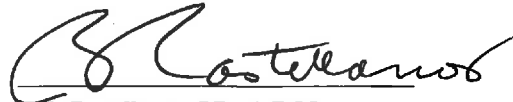
**Shannon Segers, A.R.M.-P.**  
Chief of Risk Financing and Loss Prevention  
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Florida Department of Financial Services



**Joshua Davis, M.P.A.**  
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**Molly C. Merry, C.P.A.**  
Assistant Director  
Division of Risk Management  
Florida Department of Financial Services



**R.J. Castellanos, J.D., A.R.M.**  
Director  
Division of Risk Management  
Florida Department of Financial Services

**5.0 ATTACHMENTS**

Attachment A	State Loss Prevention Standards
Attachment B	President Statement of Support
Attachment C	P&P EH&S Standards
Attachment D	SC&ASC Appt. Form
Attachment E	UWF Org Charts & Business Cards
Attachment F	EH&S P&P Manual
Attachment G	CS&SC Charter
Attachment H	CS&SC Agenda & Minutes
Attachment I	IAC Meeting Attendance
Attachment J	P&P Awards
Attachment K	Safety Incentive Program
Attachment L	Monthly Claim Reports
Attachment M	R&C Meeting Minutes
Attachment N	R&C Council Members
Attachment O	CS&SC Membership
Attachment P	Payband Safety Analysis
Attachment Q	EH&S Training List
Attachment R	EH&S Training Requirement List
Attachment S	EH&S Training Logs
Attachment T	Training Roster
Attachment U	Safety Hazard Inspections
Attachment V	Hazard Inspection Follow-Up Report

Attachment W	iService Request Procedures
Attachment X	EH&S Incident Report Forms
Attachment Y	UWF Accident Investigation Form (BLANK)
Attachment Z	UWF Report of Injury Forms
Attachment AA	UWF Emergency Notifications Program
Attachment BB	Mobile Alert Information
Attachment CC	Claim File Logs
Attachment DD	RTW Emails
Attachment EE	First Report of Injury Forms
Attachment FF	WC Training Powerpoint
Attachment GG	Compliance Training Program
Attachment HH	Injury Reporting Procedures
Attachment II	RTW Program Summary
Attachment JJ	RTW Job Questionnaires
Attachment KK	Monthly Activity Reports