



## **ARIZONA MUNICIPAL RISK RETENTION POOL Risk Management Program Agreement**

### **Introduction**

The Arizona Municipal Risk Retention Pool (AMRRP) since its inception has placed the safety of employees, the public and the protection of property as our top priority. In keeping with the AMRRP commitment to safety, the guidelines presented in this document are designed to provide municipalities with a framework for the development and maintenance of an effective risk management program.

### **Establishment of Risk Management Contact or Committee**

An employee or an employee committee shall be designated to act as a risk management Coordinator, to represent the Member in matters associated with the Pool, including the implementation of risk management programs.

[AMRRP Safety Committee Best Practice](#)

### **Establishment of Risk management Guidelines**

- The Member shall develop and maintain appropriate risk management policies and procedures in areas of Employment, Police, Fire, Streets and Roads, Park and Recreation, and all other areas of liability and property exposures applicable to each member.
- For Workers' Compensation the member shall identify a health care provider to send all employees for the first visit.
- The member shall develop a light-duty return-to-work program to reduce lost time claims.
- The Member shall review its risk management program with the Administrator on an annual basis and make appropriate changes to improve the overall effectiveness of the program

[AMRRP Safety Program Evaluation Best Practice](#)

- The Member shall establish a safety and risk management education and training program with emphasis on safe methods and procedures to follow while performing tasks where accidents have occurred, or where there is a potential for accidents.
- Members are strongly urged to and participate in non-required training programs sponsored and/or recommended by the Administrator. Participation in other special training appropriate for the members' exposures and claim activity is also highly encouraged.

#### [AMRRP Safety Training Best Practice](#)

- The Member and Administrator shall meet on an annual basis, or as needed, for a safety inspection. A report will be provided by the Administrator to the member and corrections should be made in a timely manner.
- The Member shall establish their own internal procedures for routine safety inspections of vehicles, buildings, grounds, equipment, machinery and work practices.

#### [AMRRP Safety Inspection Best Practice](#)

The Member and the Administrator shall meet on an annual, or as needed, basis to review Worker's Compensation and Property and Casualty losses. The purpose of these meetings is to:

- Establish procedures to investigate claims and incidents to determine the root cause.
- Establish procedures or develop training to eliminate or reduce the claims.
- Establish procedures for reporting incidents and claims and provide proper maintenance of records.

#### [AMRRP Accident Investigation Best Practice](#)

Establish appropriate motor fleet safety procedures for the operation of Municipal motor vehicles (owned and non-owned).

#### [AMRRP Defensive Driving Best Practice](#)

#### [AMRRP Distracted Driver Policy Best Practice](#)

#### [AMRRP 15-Passenger Van Best Practice](#)

## Member Risk Management Program Audit

In order to evaluate the effectiveness of the member's risk management plan, the Administrator shall conduct a site inspection of each member and prepare loss runs for review. The site inspection shall take place with such frequency as the Administrator deems necessary, but in no case less often than annually. The site inspection shall include but is not limited to, a review of the member's progress towards the fulfillment of the provisions of this agreement and its effectiveness in controlling losses. The findings shall be used to enhance or improve the overall success of the member's risk management program. Following a site inspection the Administrator shall submit a written report to each member along with any recommendations.

## Disclaimer

1. It is the sole responsibility of the Member to modify the risk management standards set forth in this Appendix to meet its specific requirements.
2. Neither the Pool nor any of its officers, directors, or representatives, makes any representation or warranty that the risk management requirements or provisions set forth in this Appendix are sufficient or adequate to meet the specific needs of the Member.