

# **Arkansas Municipal League Loss Control Program**

**A program to reduce  
risks and contain costs for  
your Arkansas Municipal  
League-sponsored Workers'  
Compensation Trust and  
the Municipal Vehicle and  
Property Programs.**

**P.O. Box 38 North Little Rock, AR 72115**

**501-374-3484**

**[www.arml.org](http://www.arml.org)**



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**T**he Arkansas Municipal League developed its Loss Control and Emergency Preparedness Programs to help member cities and towns lower their losses from employee accidents and to help members plan for natural and human-caused disasters. Preventing accidents is less costly than paying for them in lost employee work hours, medical claims, property damage, and higher premiums for coverage. The AML Loss Control Program can assist members in developing safety-related cost-avoidance practices. Loss control services that are available to participating program members include:

- ◆ Providing on-site workplace, vehicle, property, and equipment inspections.
- ◆ Recommending guidelines for accident prevention to employees, vehicles, and loss of property.
- ◆ Conducting on-site PowerPoint seminars and training for employee safety in these categories:

1. **Personal Protective Equipment (PPE)**—Why PPE should be used, types of PPE available, correct selection, proper use and care of equipment.
2. **Trench Safety**—Hazards of trenching and the importance of soil type and classification; the necessity of pre-inspection of the job site; what comprises a competent person; the responsibilities of a competent person; the criteria to determine safety measures; explanations of shoring, shielding, and sloping and guidelines for cave-in emergencies.
3. **Confined Space**—Defining a confined space and why some confined spaces require an entry permit and others may

not; the hazards and safety equipment needed; working in a restricted area and the emergency procedures for evacuation.

4. **Blood-borne Pathogens**—Training employees to be aware of the hazards of coming in contact with blood and other body fluids, managing contaminated waste and employee rights to medical evaluation.
5. **Hazard-Communications (Hazcom)**—Class instruction and discussion includes chemicals in the workplace, detecting the presence or release of hazardous chemicals, the health hazards of chemicals and their physical effects, selecting and wearing personal protective equipment while working with hazardous chemicals, and understanding the importance of Safety Data Sheets (SDS) and the requirements of the supplier for SDS information.
6. **Back Safety**—How the back supports the body, the components of the back, the forces of the environment that place constraints on the back, avoiding back injuries, using safe lifting techniques, and why back belts may not be the best safety equipment.
7. **Lockout/tagout (LOTO)**—What it is, when LOTO should be used, LOTO procedures, equipment requiring LOTO, LOTO devices, and employer and employee responsibilities.
8. **Safety Awareness**—Know your environment, learn where hazards lie, job hazard analysis, using the three A's of safety (attitude, attention, and action) to keep yourself and fellow employees safe.

- 9. Safety Programs**—How to develop a citywide safety program that meets the requirements of the Workers' Compensation Commission. The class studies establishing safe work policies and procedures, a safety committee, an accident investigation committee, determining the need for safety training and developing a return to work program and disciplinary action.
- 10. Workplace Emergency and Disaster Plan**—Successful disaster recovery requires assessing how a possible natural or human-made disaster could affect municipal operations; preparing and implementing a comprehensive recovery plan to minimize the effects of a disaster. The Municipal League Loss Control Program has the materials and experience to assist municipalities in preparing for emergencies.

**Cities and towns  
requesting the services of  
the Loss Control Program  
may contact the Arkansas  
Municipal League at  
501-537-3796.**