

Lodge Loss Prevention Committee Best Practices Guide



Meeting Frequency: The Lodge Loss Prevention Committee meets on a monthly basis.

Rationale: A sufficient number of issues need to be dealt with concerning Lodge safety. This justifies frequent meetings to get a committee formed, moving and staying focused. Learning to work effectively in a safety committee is a developed skill. Like other skills, development proceeds at a faster pace with more practice.

Current Status of Best Practice: Meeting Intent Action Needed

Meeting Minutes: Minutes are kept of each Loss Prevention committee meeting and provided to the committee members within one week of the meeting.

Rationale: Minutes provide a written record that can be used as a communication tool to other members/Board of Officers. Minutes can provide documentation of good faith intent to improve Lodge safety.

Current Status of Best Practice: Meeting Intent Action Needed

Committee Chair: The Loss Prevention Committee Chairman chairs the Lodge Loss Prevention Committee.

Rationale: The Chairman is the visible leader of the Loss Prevention Committee and should demonstrate commitment to its goals and objectives.

Current Status of Best Practice: Meeting Intent Action Needed

Rotational Membership: Membership on the Loss Prevention Committee is on a rotational basis.

Rationale: Rotating members in and out of the Committee increases the involvement and understanding of the safety improvement process. It brings different opinions and experience to the issues facing the committee.

Current Status of Best Practice: Meeting Intent Action Needed

Pre-Established Agendas: An established agenda is prepared before each Loss Prevention Committee meeting and distributed to the members before the meeting.

Rationale: An agenda helps focus the ideas and actions of the committee members towards critical issues that need to be dealt with at each meeting. The agenda is the outline against which members can measure their progress as the meeting takes place. Without an agenda, meetings can quickly get off track and lose focus on critical safety issues.

Current Status of Best Practices: Meeting Intent Action Needed

Mission Statement: The Loss Prevention Committee has a documented mission statement that defines the purpose and goals of the committee. This mission statement is understood and accepted by the committee members and widely communicated to the other members, Board of Officers, volunteers and employees.

Rationale: A written mission statement serves a number of useful purposes. First, for those people on the committee who may be involved in creating the original mission statement, it increases their ownership and commitment to the safety process. They believed in the words that they created that define the Loss Prevention Committee's purpose and goals. Second, for succeeding members of the safety committee, the mission statement gives them a tangible document to review before they join the committee. The mission statement also communicates to other members of the organization the values that the safety committee has on member, guest and employee safety.

Current Status of Best Practice: Meeting Intent Action Needed

Audit Effectiveness: The Loss Prevention Committee monitors the effectiveness of the current safety program.

Rationale: Audit and inspection programs are a necessary in order to identify new areas where controls are weak and non-existent. The committee must identify trends and use the information to improve safety efforts. For example, if there's a trend of falls in the parking lot, identify the cause and find a solution to solve the issue.

Current Status of Best Practice: Meeting Intent Action Needed

Accident Investigation Effectiveness: The Loss Prevention Committee is responsible for reviewing the quality and effectiveness of accident and incident reporting and investigation processes to ensure that follow up action is being routinely taken on all recommended corrective actions.

Rationale: Accidents, incidents and other errors which could have caused an injury are visible signs or problems in a Lodge system or process. Unless systems are in place to identify and report these accidents/incidents, investigate them to determine the root causes of the problems and then develop and apply effective corrective solutions, continuous improvement and reduction in losses cannot take place.

Current Status of Best Practices: Meeting Intent Action Needed

Note: The Loss Prevention Committee Best Practices Checklist can be found on the next page.



Loss Prevention Committee Best Practices Guide

Best Practice Title	Meeting Intent	Action Needed
Meeting Frequency		
Meeting Minutes		
Committee Chair		
Rotational Membership		
Pre-Established Agendas		
Mission Statement		
Audit Effectiveness		
Accident Investigation Effectiveness		
<p><i>RESOURCES:</i></p> <p><i><u>WWW.MOOSEINTL.ORG</u> Members area under Forms and Documents contains Loss Prevention and Insurance information.</i></p>		