

SAFETY & RISK MANAGEMENT



SAFETY & RISK MANAGEMENT

Mission: Safety & Risk Management establishes a safe working environment for Charleston County employees and keeps premises free of hazards for the general public while ensuring that adequate insurance is obtained to cover the County's assets, liabilities, and employees.

DEPARTMENTAL SUMMARY:	<u>FY 2001 Actual</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Adjusted</u>	<u>FY 2004 Approved</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Positions/FTE	5.00	5.00	6.00	6.00	0.00	0.0
Internal Service Fund	\$ 1,326,648	\$ 1,217,285	\$ 1,300,000	\$ 2,380,000	\$ 1,080,000	83.1
TOTAL SOURCES	<u>\$ 1,326,648</u>	<u>\$ 1,217,285</u>	<u>\$ 1,300,000</u>	<u>\$ 2,380,000</u>	<u>\$ 1,080,000</u>	83.1
General Fund	\$ 1,810,137	\$ 1,630,227	\$ 1,841,211	\$ 1,722,627	\$ (118,584)	(6.4)
Internal Service Fund	<u>1,422,268</u>	<u>2,465,389</u>	<u>1,771,528</u>	<u>2,880,000</u>	<u>1,108,472</u>	62.6
TOTAL DISBURSEMENTS	<u>\$ 3,232,405</u>	<u>\$ 4,095,616</u>	<u>\$ 3,612,739</u>	<u>\$ 4,602,627</u>	<u>\$ 989,888</u>	27.4

Sources: Total sources reflect the anticipated growth in Worker's Compensation premiums based on historical analysis and trends.

Disbursements: Total disbursements reflect no projected insurance rate increases as anticipated growth for FY 2003 did not occur. Worker's Compensation premium costs are increased to reflect the anticipated growth in the volume of claims filed, a rate increase, and the loss of a discount rate. Appropriations include higher costs for drugs and medical supplies, industrial hygiene, and required employee safety training.

SAFETY & RISK MANAGEMENT (continued)

GENERAL FUND

GENERAL GOVERNMENT

DIVISION: Risk Management

Mission: Risk Management ensures that adequate insurance is obtained to cover the County's assets, liabilities, and employees.

DIVISION SUMMARY:	<u>FY 2001 Actual</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Adjusted</u>	<u>FY 2004 Approved</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Positions/FTE	5.00	5.00	3.00	3.00	0.00	0.0
Personnel	\$ 160,541	\$ 262,756	\$ 72,160	\$ 76,207	\$ 4,047	5.6
Operating	879,379	836,095	1,769,051	1,646,420	(122,631)	(6.9)
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL EXPENDITURES	1,039,920	1,098,851	1,841,211	1,722,627	(118,584)	(6.4)
Interfund Transfer Out	<u>770,217</u>	<u>531,376</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL DISBURSEMENTS	<u>\$ 1,810,137</u>	<u>\$ 1,630,227</u>	<u>\$ 1,841,211</u>	<u>\$ 1,722,627</u>	<u>\$ (118,584)</u>	(6.4)

Funding Adjustments for FY 2004 Include:

- Personnel expenditures are increased to reflect the actual grades and steps of the incumbents. Higher fringe benefit costs also contribute to this increase.
- Operating expenditures reflect reduced insurance premiums for auto liability and collision, heavy equipment, aircraft liability and inland marine policies. Insurance costs reflect no rate increases for FY 2004 for policies underwritten by the State's Insurance Reserve Fund. In addition, projected increases for FY 2003 did not occur.

SAFETY & RISK MANAGEMENT (continued)

GENERAL FUND

GENERAL GOVERNMENT

Objectives:

- Review and approve insurance certificates required of contractors performing work for the County, with a turnaround of 100%, within two business days.
- Submit insurance renewal applications to insurance carriers 30 days prior to renewal date.
- Develop files documenting orientation training completed of all new hires within 10 working days of orientation.
- Administer and maintain all property, liability, vehicle, equipment, bonds, and aviation insurance policies and claim files for the County, with 100% of the claims being reported within two business days. Claims will be submitted by the prescribed deadlines to avoid all fines.

Performance Measures:

MEASURE:	FY 2002 <u>Actual</u>	FY 2003 <u>Actual</u>	FY 2004 <u>Projected</u>
Output:			
Training completed ¹	296	275	300
County vehicle accidents	277	248	263
Tort and property claims	151	139	145
Efficiency:			
Average staff trained per month (drivers) ¹	20	15	20
Outcome:			
Two business days turnaround on approving insurance certificates for contractors	100%	100%	100%
Percent of accidents (down)			
Submitting insurance renewal applications to insurance carriers 30 days prior to renewal date	83.0%	95.0%	90.0%
Percent of orientation training filed within 10 working days	94.5%	95.0%	100%
Two business days turnaround on reporting insurance claims to carriers	96.1%	96.0%	97.0%

¹ FY 2002 and FY 2003 reflect a hiring freeze.

SAFETY & RISK MANAGEMENT (continued)

INTERNAL SERVICE FUND

GENERAL GOVERNMENT

DIVISION: Safety/Workers' Compensation

Mission: The Safety/Workers' Compensation Division reduces the impact of worker related accidents through specialized training to minimize the cost of injury to the County's total workforce.

DIVISION SUMMARY:	<u>FY 2001 Actual</u>	<u>FY 2002 Actual</u>	<u>FY 2003 Adjusted</u>	<u>FY 2004 Approved</u>	<u>Dollar Change</u>	<u>Percent Change</u>
Positions/FTE	-	-	3.00	3.00	0.00	0.0
Charges and Fees	\$ 1,071,244	\$ 1,105,728	\$ 1,300,000	\$ 2,350,000	\$ 1,050,000	80.8
Interest	253,116	108,584	0	30,000	30,000	100.0
Miscellaneous	<u>2,288</u>	<u>2,973</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL REVENUES	<u>\$ 1,326,648</u>	<u>\$ 1,217,285</u>	<u>\$ 1,300,000</u>	<u>\$ 2,380,000</u>	<u>\$ 1,080,000</u>	83.1
Personnel	\$ 122,234	\$ 113,268	\$ 343,277	\$ 352,695	\$ 9,418	2.7
Operating	1,300,034	2,352,121	1,428,251	2,527,305	1,099,054	77.0
Capital	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0.0
TOTAL EXPENSES	<u>\$ 1,422,268</u>	<u>\$ 2,465,389</u>	<u>\$ 1,771,528</u>	<u>\$ 2,880,000</u>	<u>\$ 1,108,472</u>	62.6
Increase (Use) of Fund Balance	\$ (95,620)	\$ (1,248,104)	\$ (471,528)	\$ (500,000)	\$ (28,472)	6.0
Beginning Fund Balance	<u>3,530,811</u>	<u>3,435,191</u>	<u>2,187,087</u>	<u>1,014,559</u>	<u>(1,172,528)</u>	(53.6)
Ending Fund Balance	<u>\$ 3,435,191</u>	<u>\$ 2,187,087</u>	<u>\$ 1,715,559</u>	<u>\$ 514,559</u>	<u>\$ (1,201,000)</u>	(70.0)

Funding Adjustments for FY 2004 Include:

- Personnel expenses reflect the actual grades and steps of the incumbents, higher fringe benefit costs and funding for a Cost of Living Adjustment (COLA).
- Operating expenses reflect an anticipated growth of \$1,050,000 in worker's compensation premiums due to higher rates, a rising experience factor, and the loss of a rate discount. The remainder of the increase reflects higher costs for public safety supplies, drugs and medical supplies, industrial hygiene, and training costs as mandated by the Occupational Safety and Health Administration.

SAFETY & RISK MANAGEMENT (continued)

INTERNAL SERVICE FUND

GENERAL GOVERNMENT

Objectives:

- Immediate completion of the Occupational Safety and Health (OSHA) record keeping logs, with a turnaround of 100%, within two business days. Reports will be submitted to OSHA by the prescribed deadlines.
- Administer and maintain all workers' compensation policies and claim files for the County, with 100% of the claims being reported within two business days. Claims will be submitted by the prescribed deadlines to avoid all fines.
- Work with Department of Health and Environmental Control (DHEC) to ensure annual compliance with environmental laws and regulations with regard to the County's underground storage tanks.
- Investigate and/or insure the investigation of all on-the-job injuries within 10 working days to determine cause and corrective measures for future prevention of similar injuries.
- Respond to employee complaints for safety hazards and IAQ¹ problems within 2 working days.
- Offer the DDC-4² classes (VCRB³ directed) to all new drivers two months after the hire date.

Performance Measures:

MEASURE:	FY 2002 <u>Actual</u>	FY 2003 <u>Actual</u>	FY 2004 <u>Projected</u>
Output:			
Workers' compensation claims/on-the-job injuries	417	289	300
Number of strain injuries	79	69	56
Employee safety hazard complaints received	107	52	52
New drivers trained in DDC-4	192	225	207
Percent of new drivers trained in DDC-4	90.0%	92.0%	95.0%
Efficiency:			
Lost work days	2,020	1,862	1,515
Outcome:			
Two business day completion of OSHA log	100%	100%	100%
Submission of OSHA reports by the prescribed deadline	100%	100%	100%
Two business days turnaround on reporting insurance claims to carriers	96.1%	96.0%	96.0%
Workers' compensation fines assessed and paid	None	None	None
Environmental liabilities incurred per the audited financial statements	0	0	0
Percent of strain injury reduction	n/a	12.7%	18.8%
Percent of safety hazard complaints responded to within 2 working days	90.5%	95.0%	96.0%

¹ Indoor Air Quality

² Defensive Driving Course

³ Vehicle Collision Review Board