

ADMINISTRATIVE STAFF

104

I. PURPOSE

To establish loss prevention guidelines for Administrative staff. Administrative staff is defined as individual(s) who have responsibility for operational activities. They have the responsibility for ensuring that their operations are conducted in a manner that:

- Provides a safe and healthy work environment for all employees
- Protects company property from accidental losses
- Complies with all applicable safety and health laws and regulations
- Protects the public and environment
- Mobilizes and utilizes the available talent and resources to achieve these performance requirements
- Utilizes established safety policies and procedures in all activities

The Administrative staff's role does not in any way relieve individual employees of their loss prevention responsibilities. Rather, it provides the necessary leadership and direction for the overall loss prevention effort and establishes the expected standards of loss prevention performance.

II. RESPONSIBILITIES

- A. Ensure implementation of a well-organized loss prevention program that is consistent with company requirements and applicable laws.
- B. Communicate a well-defined loss prevention policy statement that specifically identifies the expected standards of safety performance and personal safety concerns.
- C. Ensure participation in loss prevention and safety activities on a routine basis. Communication is the most common means for ensuring such participation.
- D. Ensure that proper safety training programs are provided to develop the necessary knowledge and skills required for maximum loss prevention competence.
- E. Ensure that the necessary facilities and equipment are available to enable effective implementation of loss prevention responsibilities.
- F. Require mandatory participation at all safety meetings and safety training.