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*Philosophy*

The philosophy of loss prevention funding is to fund projects specific to the purpose of reducing the frequency and/or severity of loss. Loss prevention is the act of taking proactive measures to prevent or abate an identified risk exposure. Loss frequency is controlled by focusing abatement measures on the cause of the loss while control of loss severity is addressed by focusing abatement measures on the effects of the loss. Hazards appropriate for the focus of loss prevention funding consist of areas where the risk of loss is high for bodily injury or property damage.

*Objective*

The objective of loss prevention efforts and funding is to reduce future losses by:

- planning safe and sound activities, programs, and projects
- correcting safety deficiencies
- initiating new safety programs
- complying with safety regulations
- providing safety & security training
- purchasing safety and security equipment and supplies
- addressing human and property security concerns
- modifying existing facilities or equipment for health, safety or security purposes

*Identifying Projects*

Projects that meet the objectives of loss prevention are identified by means of several mechanisms:

- building safety audits
- safety and health evaluations
- injury reports
- claim investigations
- individual or safety committee requests and comments
- actuarial data and analysis
- new or overlooked regulatory requirements
- legal actions and decisions

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- professional publications and recommendations

*Small Projects*

In July of each year, the System Office of Risk Services (SORS) will establish a budget for loss prevention projects. Projects costing \$2,500 or less will be considered continuously throughout the year and will be subject to the final approval of SORS. Some examples of projects that meet the objectives of loss prevention include:

- Safety and security brochures or posters
- Security devices
- Employee safety training
- Personal protective equipment
- Safety equipment installation
- Safety supplies
- Ergonomic furniture, equipment, or tool upgrades (up to 50% funding assistance)
- Contributions to loss prevention projects that have already been partially funded through other budgets

The \$2,500 limit cannot be circumvented by dividing projects into portions or phases.

*Large Projects*

Limited funds are available for loss prevention projects costing more than \$2,500 but less than \$5,000 each. These projects will also be considered continuously throughout the year. However, the larger projects will be subject to prioritization, review, and final approval by the Associate Vice Chancellor for Facilities & Campus Services and the System Office of Risk Services. Prioritization will be based on the benefits and/or savings realized from loss prevention efforts and must be consistent with institutional goals and objectives.

*Exclusions*

Loss prevention funds cannot be used for:

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- enhancements to academic or vocational instruction
- correction of deferred maintenance deficiencies
- activities that require reimbursement to university employees except for authorized recharge centers and auxiliaries
- capital projects costing \$5,000 or more
- furniture and equipment supplements for remodel or new facilities projects (except for, at EHS/RMS discretion, projects that are primarily concerned with correcting safety deficiencies)
- providing furniture and equipment for new employee positions or department expansions (except for, at EHS/RMS discretion, the initial equipment needs of new and non-academic code-required safety programmatic needs)

*Proposal  
Applications*

Please contact EHS/RMS (<http://www.uaa.alaska.edu/EHSRMS/ehspersonnel.cfm>) or complete the [Loss Prevention Proposal Application](#) and forward to EHS/RMS. Generally it is better to contact EHS/RMS by phone or e-mail before submitting a proposal.

1. After a project has been approved, order the products/services or perform the necessary travel procedures using your department accounts.
2. After the approved funds have been liquidated (paid to the vendor, transferred to a recharge center, or reimbursed as travel expenses), submit a printout of the applicable **FGITRND** screens and invoices to EHS/RMS (fax: 786-1391 or ULB 106E). Also submit copies of any associated work-orders that have been completed by a UA recharge center (Facilities Maintenance, ITS, Printing, etc.).
3. EHS/RMS will arrange for reimbursement from Statewide accounts via interfund transfers (not UAA JVs) to the 8453 object code of the account that was originally debited.

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4. The transfers will appear as negative expenses (8453 object code) on the detailed financial reports. The Banner Financial system will then translate the reimbursement as an increase in available funds for use after posting.

5. While a **budget revision** is not always necessary, you can contact the Budget Office at 786-4636 if you want to revise your budget.

6. For **management reporting** purposes, project a negative (-) expense in the 8000 block of the management report spreadsheet. Only do this negative projection if the expense has not shown up on the reporting cycle “finsys” M reports and if you have included the expense as a projection or year-to-date in one of the other object codes. Once the interfund transfer has been recorded on the reporting cycle M report, be sure to remove the negative projection as it should now show up on the M report as a negative “year-to-date” entry.

7. Please submit any required documentation **prior to June 1st of the current fiscal year** to guarantee reimbursement in the current fiscal year.

*Department Responsibilities*

Departments are responsible for providing safe and healthy work environments for their employees. With this in mind, departments should perform thorough and complete planning of project and program needs and include appropriate budget requests to meet those needs. Departments should not rely on Loss Prevention Funds to supplement new projects and programs nor rely on Loss Prevention Funds to procure equipment, furniture and supplies for new employees.

*Reporting*

To assure compliance with Regent's Policy and University Regulation 05.09.02, a summary of all loss prevention expenditures and associated activities will be provided to the Associate Vice Chancellor for Facilities & Campus Services and the Statewide Office of Risk Management by August 31 of the following fiscal year.