

SECTION Q

Revised 10/20

RESPONSIBILITIES OF THE SIPE RISK & LOSS CONTROL MANAGER

- 1.0 The Self Insurance Program for Employees (SIPE) is a Joint Powers Agency whose membership is comprised of school districts in Santa Barbara County, The Santa Barbara County Education Office, and Allan Hancock Joint Community College. The Risk & Loss Control Manager is employed by SIPE to provide safety training and compliance inspections to member districts *requesting assistance* with their safety program.
- 2.0 Safety inspections and training is based on requests by any district wanting assistance. To schedule training or safety inspections, email: sipe@sbceo.org or call: 805-922-8003.
- 3.0 The Risk Manager will take the following steps when he visits a district during a scheduled safety inspection:
 - 3.1 Coordinate his visit 30 days in advance.
 - 3.2 Contact the district superintendent or his representative on his arrival.
 - 3.3 Review all written safety records.
 - 3.4 Perform a detailed, physical inspection of your work place. During this inspection, he may use test equipment, a camera and may also interview employees.
 - 3.5 Conduct safety training with employees when requested.
 - 3.6 Conduct a closing interview to advise you of observed hazards at the conclusion of his inspection.
- 4.0 The Risk Manager can and must warn employees of an imminent danger situation. When this occurs, the department head, business manager or district superintendent will be notified.
- 5.0 Written communications involving hazardous or emergency conditions with the district will be submitted in draft to the district superintendent or his representative prior to a final submission.