

Loss Prevention Review Team Program Requirements

The Department of Enterprise Services, Office of Risk Management (ORM) maintains a coordinated safety and loss control program that has the mission of reducing liability exposure, safeguarding state assets, and reducing costs associated with state liability and property losses.

As a part of this program, ORM has developed and maintains centralized loss history information for the purpose of identifying and analyzing risk exposures. Part of the loss history information includes incidents reported to the Loss Prevention Review Team Program.

Reporting of Incidents

Authority [RCW 43.19.782](#) establishes reporting requirements for the Loss Prevention Review Team.

Who Reports The affected state agency. "State agency" includes every state agency, office, board, commission, department, state institution, or state institution of higher education, which includes all state universities, regional universities, The Evergreen State College, and community and technical colleges.

What to Report State agencies are required to report the following incidents to DES under the LPRT:

1. Death of a person;
2. Serious injury to a person;
3. Substantial property loss.

How to Report DES asks that agencies report incidents on the [Incident Report Form](#) and email the form electronically to MDESmiRMIncidentReporting@des.wa.gov.

When to Report The statute requires immediate reporting to DES after an incident occurs. Please file Initial Loss History Incident Reports with DES within ten business days of identifying that a LPRT level incident occurred.

Similarly, even if other reports are filed with DES, the Governor's office or other state agencies regarding a LPRT-level incident, agencies still need to file the LPRT Initial Loss History Incident Report with DES-ORM.

Review Determination

Pursuant to RCW 43.19.782, all state agencies are to appoint a loss prevention review team when the death of a person, serious injury to a person, or other substantial loss is alleged or suspected to be caused at least in part by the actions of a state agency *except* when the death, injury or substantial loss is already being investigated by another federal or state agency.

The Department of Enterprise Services may also direct a state agency to conduct a loss prevention review and, if requested, may provide guidance to a state agency conducting a loss prevention review.

Conducting the Review

Review Team Composition

The Review Team:

1. Consists of at least three persons and may include independent consultants, contractors, or state employees.
2. Cannot include any person directly involved in the loss or risk of loss giving rise to the review, nor any person with testimonial knowledge of the incident to be reviewed.
3. At least one member of the Review Team will have specific expertise in the topic of the review.
4. No more than half of the members may be employees of the affected agency.

Team Coordinator

DES ORM suggests that the agency designate a Team Coordinator to facilitate the review process. The coordinator should work with the agency to set up interviews and obtain documents and other information for the review.

DES ORM Role

DES ORM may provide guidance to the state agency conducting the loss prevention review as requested by the state agency.

Team Focus

The review involves one or more incidents reported to DES. The purpose of the review is not to conduct an audit or to determine liability or fault. The review is a risk assessment tool that identifies what happened leading up to an event, what the agency's role was or was not, and what loss prevention strategies can be implemented to minimize the loss and prevent the event from happening in the future.

Duration of Review

On average, a Review Team takes up to four months to review the incident(s) and prepare its report. The duration can be longer if the subject is complex or if multiple incident events are included in the review.

LPRT Report

Report Contents

The LPRT report must include the following:

1. The team's findings of the incident
2. Analysis of the causes and contributing factors of the incident
3. Analysis of future risk
4. Methods that the agency will use to address and mitigate the risk(s)
5. Any recommendations for legislative changes necessary to carry out risk treatment strategies
6. Measurement(s) that will be used to determine effectiveness of the risk treatment

Issue Report

The Review Team concludes its review by issuing a report addressed to the Director of DES and the head of the state agency involved in the loss. After review by the Director, the final report is posted on the Department of Enterprise Services' website. It shall not disclose any document required by law to be kept confidential.

Implementation

Agency Implementation

The agency is responsible for identifying the Review Team recommendations it plans to implement.

Monitoring

The agency should monitor for effectiveness of risk treatment.