



GENERAL SERVICES DEPARTMENT

Agency Policy

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Subject:

Loss Prevention and Control (LP&C) Program

REVISION LOG

Revision Number	Date	Responsible Party/Author	Comment
Rev. 0	2/18/2015	Leo Rodriguez	New Policy. Supersedes all previous GSD policies for loss prevention and control activities.

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1.0 Purpose

The General Services Department (GSD) is a safety- and value-driven organization that applies the Department's mission of creating a more efficient and responsive state government through the provision of essential resources and services needed to support effective government operations. The purpose of this Policy is to forward GSD's mission, in part by outlining GSD's implementation of a Safety Plan to comply with the State Loss Prevention and Control (LP&C) Program rule, as defined in 1.6.4 NMAC.

GSD's Safety Value System is built on the following principles:

- All accidents are preventable
- Safety and job accomplishment are inseparable
- All employees (managers and non-managers) are responsible for Safety
- The entire workforce relentlessly pursues the identification and remediation of hazards
- Employees at all levels are equally comfortable stopping each other when at-risk behavior is observed, and with recognizing each other when safe behavior is observed
- As part of promoting a culture of safety, employees are encouraged to report near misses or incidents
- The fear of discipline which drives under-reporting and stifles involvement has been driven out of the culture
- Safety is integrated into day-to-day work
- Successes are celebrated along the way.

2.0 Scope / Applicability / Organizations Affected

- 2.1 This policy applies to all General Services Department (GSD) employees, supervisors, divisions, bureaus, and organizational units.
- 2.2 This policy shall be periodically reviewed and updated based upon GSD's needs.

3.0 References

- 3.1 Title 1, Chapter 6, Part 4, New Mexico Administrative Code (1.6.4 NMAC), General Government Administration, Risk Management, State Loss Prevention and Control Program (7/1/2007)

- 3.2 New Mexico Statutes Annotated (NMSA) 1978, Chapter 9, Executive Department, Article 17, General Services Department, Section 5(E), Secretary, Duties and General Powers (as amended, 1983)
- 3.3 NMSA 1978, § 12-8A (as amended, 2007), Miscellaneous Public Affairs Matters, Administrative Procedures Act, Governmental Dispute Prevention and Resolution Act
- 3.4 NMSA 1978, 15-7-3(A)(9) (as amended, 1997), Administration of Government, Risk Management Division, Additional Powers and Duties of the Risk Management Division

4.0 Background

- 4.1 The State's Loss Prevention and Control Rule, 1.6.4 NMAC, was enacted pursuant to Section 15-7-3(A)(9) NMSA 1978, which empowers the Risk Management Division (RMD) to initiate the establishment of safety programs and to adopt regulations for effective implementation of these programs, and Section 9-17-5(E) NMSA 1978, which empowers the GSD Cabinet Secretary to adopt rules and regulations to accomplish the duties of the department and its divisions.
- 4.2 This policy supersedes all previous GSD policies, plans, or procedures developed for LP&C.

5.0 Definitions

Any definitions set forth in 1.6.4.7 NMAC are adopted for this Policy and Program by reference.

6.0 Policy Statement

- 6.1 GSD shall implement and maintain an LP&C Program Plan in compliance with 1.6.4 NMAC. If 1.6.4 NMAC is amended, the revised LP&C rule shall be reviewed and appropriately incorporated into this and any other related documents.
- 6.2 A list of LP&C Committee members, the LP&C Program Plan, LP&C meeting minutes, and other documents required by the LP&C Program Plan shall be digitally stored and published on a shared drive that is maintained accessible to all GSD employees.
- 6.3 The Secretary shall appoint an LP&C Coordinator with duties and responsibilities as defined in 1.6.4.9 NMAC.

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- 6.4 The Secretary shall appoint an Alternative Disputes Resolution (ADR) Coordinator with duties and responsibilities as outlined by §12-8A-3 NMSA 1978.
- 6.5 The Secretary shall appoint an LP&C Committee, with duties and responsibilities as defined in 1.6.4.10 NMAC.
- 6.6 The LP&C Committee shall establish and implement an LP&C Program Plan in compliance with 1.6.4 NMAC.

7.0 Procedures

Procedures implementing this policy shall be developed as deemed necessary by each division.

8.0 Attachments and Enclosures

None.

9.0 Approval

Approved by: 
Edwynn L. Burckle, Secretary, GSD

2/18/15
Date