



NEW MEXICO
GENERAL SERVICES DEPARTMENT

NEED HELP?

Call or Email the
Office of Mitigation
Prevention & Resolution

Work.Together@gsd.nm.gov

TRAININGS

- Preventive
- Ergonomics
- Assessments
- Communications and Workplace Conflict
- Restorative Practices
- Team Building

NEVER HESITATE TO REACH OUT!

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HAVE YOU EVER WONDERED WHAT THE ROLE IS AS A LOSS PREVENTION COORDINATOR?

The Office of Mitigation, Prevention, & Resolution is here to help!

OFFICE OF MITIGATION, PREVENTION & RESOLUTION GUIDANCE FOR LOSS PREVENTION COORDINATORS KEY RESPONSIBILITIES:

1. LOSS PREVENTION & SAFETY LEADERSHIP

- SERVE AS LEAD ON THE LOSS PREVENTION AND CONTROL COMMITTEE.
- DEVELOP, CHAIR AND COORDINATE THE AGENCY LOSS PREVENTION SAFETY COMMITTEE.

2. REPORTING & OVERSIGHT

- REPORT TO THE AGENCY HEAD ON MANAGING LOSS PREVENTION, SAFETY, CIVIL RIGHTS ISSUES, AND LIABILITIES.

3. POLICY DEVELOPMENT & IMPLEMENTATION

- DEVELOP, INTERPRET, AND APPLY POLICIES AND PROCEDURES FOR EFFECTIVE LOSS PREVENTION AND CONTROL.

4. CLAIMS & INCIDENT MANAGEMENT

- REVIEW LOSS CLAIMS AND RECOMMEND IMPROVEMENTS TO PREVENT FUTURE LOSSES.
- INVESTIGATE INCIDENTS, ANALYZE DATA, AND CREATE SOLUTIONS TO PREVENT RECURRENCE.

5. TRAINING & AWARENESS

- CONDUCT LOSS PREVENTION AND CONTROL TRAINING FOR ALL EMPLOYEES.
- PRESENT SAFETY TOPICS, INCIDENT PREVENTION, AND RISK MANAGEMENT STRATEGIES.
- PROVIDE NEW EMPLOYEE ORIENTATION ON LOSS PREVENTION GOALS AND POLICIES.

6. RISK ASSESSMENT & AUDITING

- ORGANIZE SELF-INSPECTIONS AND AUDITS TO ASSESS SAFETY MEASURES.
- CREATE CHECKLISTS TO SUPPORT YOUR INTERNAL AUDITS.

7. END OF SERVICE

- WHEN YOUR TENURE AS A LOSS PREVENTION COORDINATOR ENDS, PLEASE REPORT TO THE OFFICE OF MITIGATION, PREVENTION & RESOLUTION TO ENSURE A SMOOTH TRANSITION OF THE ROLE.

Your full duties and responsibilities can be found in **NMAC 16.4**. the Office of Mitigation, Prevention & Resolution is here to support you in successfully fulfilling your role.

If you have any questions about your role, please reach out. Every agency has its own unique safety plan, and we're here to help you navigate yours as you uphold the commitment of a loss prevention coordinator.