

URMMA INSPECTION PROGRAM



Last Updated: May 2016

UTAH RISK MANAGEMENT MUTUAL ASSOCIATION

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TABLE OF CONTENTS

INDIVIDUAL CITY FOCUS.....	2
ASSOCIATION FOCUS.....	3
TRAINING.....	4
PERSONNEL.....	5
LEGAL.....	6
POLICE.....	7
FIRE DEPARTMENT.....	8
PLANNING.....	9
SIDEWALK.....	10
TRAFFIC CONTROL DEVICES.....	11
SEWER.....	12
WATER.....	13
VEHICLE SAFETY.....	14
RISK MANAGEMENT.....	16
PARKS.....	17
RECREATION.....	19
SWIMMING POOLS/FITNESS CENTER.....	20

INDIVIDUAL CITY FOCUS

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

URMMA Inspection

Topic

Yes

No

Score: ____/8

1. Each city will establish, in consultation with URMMA's Loss Control Manager, an annual risk management goal for their organization to accomplish. This goal will focus on an area of risk management that the individual city needs to improve in its organization consistent with loss data provided by URMMA and based on the individual City's own experience, needs, or potential liability.

ASSOCIATION FOCUS

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

URMMA Inspection

Topic

Score: ____/5

1. Annually, we look at key loss areas and trends and set an Association wide goal to help address these concerns. Many times these goals meet a one-time need and are not incorporated into the inspection program itself.

TRAINING

Date Goal Set:

Employees in Attendance:

Follow-up Date:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	1. The city will participate in URMMA required training which addressed risk in the following areas: <ul style="list-style-type: none"> A. Police Liability B. Personnel – Supervisory Training C. Planning and Zoning
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	** Score will be allocated based on the following % of required attendance: 75% - 100% : 2 points 50% - 74% : 1.5 points 25% - 49% : 1 point 0% - 24% : .5 point
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	2. Harassment policy training is given to all new hires (including seasonal) during their orientation. The City annually trains all employees, including public safety volunteers and reserves. Training includes what harassment is, how to report it, and a strong statement that it won't be tolerated in the organization.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	3. Each City employee who operates a City vehicle will participate in one or more of the following training: <ul style="list-style-type: none"> A. View 'Driven to Distraction' and 'Emotional Wreck' or 'Winter Driving' videos B. Attend the 4 hour National Safety Council Defensive Driving Course C. Attend the modified defensive driving course presented by URMMA D. Conduct a 20 minute "commentary drive" E. Participate in Work Comp fund defensive driver training session

PERSONNEL

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	1. A written personnel file is maintained for each employee (including public safety volunteers). This file constitutes a record of employment and personnel actions related to the specific employee and includes a signed statement that the employee has received a copy of the most current Personnel Policies and Procedures manual. All files must be under the control of the personnel officer, chief executive/administrative officer or her/his designee.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	2. Written personnel policies and procedures, personnel manuals and/or handbooks are distributed to employees and contain a statement that the document does not constitute or create a contract or agreement of employment between the City and its employees.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	3. Each non-seasonal employee (including paid part-time employees) receives written annual performance reviews. These reviews include written evaluations on safety and risk management.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	4. Background checks are conducted on all new hire employees and designated volunteers.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	5. Harassment policy training is given to all new hires (including seasonal) during their orientation. The City annually trains all employees, including public safety volunteers and reserves. Training includes what harassment is, how to report it, and a strong statement that it won't be tolerated in the organization.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	6. The City has a policy providing light duty for pregnant employees if they are unable to perform a physical component of their job due to pregnancy.

LEGAL

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
		1. City Personnel Policies and Procedures Manuals receive legal review every year or when URMMA notifies the City of new standards, to insure compliance with state and federal laws including FLSA, ADA, drug and alcohol testing, and other mandated programs. The City Attorney will provide a letter outlining their findings.
		2. The City Attorney will provide a letter confirming that the general plan, subdivision ordinance and zoning ordinance are properly adopted and comply with current state and federal law.
		3. The City Attorney will review and provide written confirmation to URMMA that the police policies conform with recent court decision, federal law, state statutes and URMMA guidelines.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	4. The City Attorney will be asked to provide written confirmation of review of one of the 3 policies each year.

POLICE

Date Goal Set:

Follow-up Date

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	1. The City will have adopted and implemented the URMMA validated Police Physical Fitness Standards.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	2. Where City provides its own law enforcement services, the police department has written policies and procedures in the following areas: A. Vehicle pursuits B. Arrest and custody of prisoners C. Use of Force (includes weapon use) D. Search and Seizures
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/3	3. Police department supervisors will conduct daily training at the beginning of shifts for 10 minutes (everyday a training day). This will apply to sworn personnel.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	4. The police department has a community outreach program.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	5. Every officer receives liability training updates at least once a year.

FIRE DEPARTMENT

Date Goal Set:

Follow-up Date

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	1. The department conducts annual EVO training.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	2. The department has had no at-fault accidents in the year preceding the inspection while responding to a fire or medical emergency.
<input type="checkbox"/>	No score. See Training section	3. Every firefighter, (including volunteers), receives annual sexual harassment training.

PLANNING

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	1. The city will conduct or make available to the City Council and Planning Commission Training in the areas of ethics, conflict of interest, and land use liability issues.
<input type="checkbox"/>	No score. See Legal section.	2. City attorney will provide a letter confirming that the general plan, subdivision ordinance and zoning ordinance are properly adopted and comply with current state and federal law. (every 3 years)

SIDEWALK

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/3	1. The City establishes a sidewalk maintenance program based on a detailed inspection of all sidewalks at least every 5 years. Maintain a written sidewalk inventory that identifies the condition of all sidewalks in the City. The inventory details conditions such as: <ul style="list-style-type: none"> A. Date completed and by whom B. Horizontal and vertical separations C. Missing sidewalk panels D. Sidewalk spalling and breakup E. Sidewalk obstructions such as private sign posts, water meter boxes, water system valves, cover and caps, protruding pipes, etc.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	2. The City will budget funds annually and make repairs as outlined in its maintenance program.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/3	3. Complaints from citizens/others are responded to within 48 hours. Displacements and hazards are marked with paint or other means and the hazard is documented on inventory. Repairs are completed as soon as reasonably possible. Complaints are logged as reported.

TRAFFIC CONTROL DEVICES

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	1. Two annual inspections of all traffic control devices (TCD) must be conducted by the City: <ul style="list-style-type: none"> A. Daylight inspection of all TCD's (during growing season when in full foliage) B. Nighttime inspection of all TCD's.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	2. A written record showing the condition of the TCD as determined by the inspection must be maintained. The written inspection record contains the following: <ul style="list-style-type: none"> A. Date and name of person conducting inspection B. Conditions of the TCD C. Repairs or other work needed D. Date and name of person making repairs
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	3. The City has an emergency response plan to report and respond to missing or damaged TCD's.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	4. URMMA will conduct a random inspection of the City's TCD's with detail given to: <ul style="list-style-type: none"> A. Sign condition. Is sign bent, faded, upside down, painted or stickers, etc.? B. Is sign located according to MUTCD standards? C. Is sign visibility obstructed by building, bushes, trees, etc.? ** Score is based on total signs inspected and in compliance vs. percentage found non-compliant.

SEWER

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	1. The City maintains a written inventory of all its sewer lines.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	2. The City has adopted a written inspection and maintenance plan for its sewer system. Written documentation of all maintenance and construction is maintained.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	3. Sewer lines will be inspected and cleaned at a minimum of every 5 years.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	4. All sewer lines will be videoed every 7 years minimally.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	5. The City has adopted a written inspection and maintenance plan for its storm sewer system.

WATER

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	1. Water meter lids and boxes are inspected and locked each time the meter is read. If meters are read electronically, the city will physically inspect all meters annually.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	2. URMMA will conduct a random inspection of water meter boxes and lids to check for: <ul style="list-style-type: none"> A. Proper water meter and irrigation box location B. Proper box height C. Secure lids D. Overall box and lid condition <p>** Score is based on total meter boxes/lids inspected and in compliance vs. percentage found non-compliant.</p>

VEHICLE SAFETY

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	1. All city employees will wear seatbelts while operating a city vehicle. ** Score is based on random inspection of total in compliance vs. percentage in non-compliance. 100% in compliance.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	2. City vehicles will be backed into a parking space or positioned forward in a pull through parking space. ** Score is based on random inspection of total in compliance vs. percentage in non-compliance. 100% required.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	3. The City will adopt a policy prohibiting talking on a cell phone while driving except in an emergency or with a hands free device.
<input type="checkbox"/>	No score. See Training section.	4. Each City employee who operates a City vehicle will participate in one or more of the following training: <ul style="list-style-type: none"> A. View 'Driven to Distraction' and 'Emotional Wreck' or 'Winter Driving' videos B. Attend the 4 hour National Safety Council Defensive Driving Course C. Attend the modified defensive driving course presented by URMMA D. Conduct a 20 minute "commentary drive" E. Participate in Work Comp providers defensive driver training session
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	5. Vehicle and equipment operators driving records (MVR) are checked before hiring and annually thereafter to determine status, restrictions, or modifications. This standard does not apply to employees and volunteers that do not operate vehicles as a part of their official duties or to citizens appointed to boards and commissions.

6. An Accident Review Committee reviews each vehicle accident to determine:

- A. The cause of the accident
- B. Whether the accident was preventable, and, if so, what discipline is warranted
- C. How similar accidents can be avoided in the future
- D. Corrective action is taken for preventable accidents and citations. Each City will determine the appropriate level of action

Score: ___/2

RISK MANAGEMENT

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/5	1. The City will find at least 5 issues lying in wait during the year, and will develop a plan to expend resources necessary to resolve them.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	2. If the City uses a drone (UAV) the operator is certified, the city has an FAA Certificate of Authority, and has a policy governing the usage of the drone that complies with federal regulations and URMMA guidelines.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	3. The City has safeguards in place to prevent data breaches and has a response plan to follow in the event of a breach.

PARKS

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	1. All parks, playgrounds, ball fields, tennis courts, pavilions, restrooms are inspected 2 times per month, from March 1 through October 31, and monthly from Nov 1 through February 28 unless physically closed.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	2. Written documentation of inspections are maintained on each property.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	3. Play areas and playground equipment: A. Located properly B. Meets Consumer Product Safety Commission standards (CPSC) C. Worn or broken parts are replaced or repaired D. Adequate cushion material is maintained
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	4. Baseball diamonds: A. Ball diamonds and fields are maintained B. Bleachers are maintained and in compliance with CPSC standards C. Electrical systems are maintained and protected D. Chain fencing in front of dugouts and backstops are maintained E. Nets or other appropriate screens are in place to protect spectators on bleachers, and are properly maintained. (Where there are multiple diamonds at one location and there could be 2 or more games going on at once.)
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	5. Park areas: A. All facilities are maintained B. Sprinkler boxes are at grade C. Electrical systems are up to standard D. Electrical switch boxes are locked E. ADA Signage is in place F. Parking areas are safe G. Bridges over water are safe

6. Cemeteries:

Score: ___/1

- A. Lawn/walks/drives are free of trip hazards
 - B. Large headstones are secure
 - C. Sprinklers and valve boxes are to grade
 - D. Appropriate signage is clearly visible
-

7. Trails:

Score: ___/1

- A. Trail surface is well maintained
 - B. Signage is appropriate
 - C. Snow removal policy is in place
-

RECREATION

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/1	1. The city will conduct annual background checks on all coaches.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/2	2. Each volunteer coach is required to participate in a sportsmanship and concussion recognition training.

SWIMMING POOLS/FITNESS CENTER

Date Goal Set:

Follow-up Date:

Employees in Attendance:

Action Items:

City Pre-Inspection	URMMA Inspection	Topic
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/.5	1. All lifeguards are properly certified and documentation on each is maintained.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/.5	2. Facilities are secure from unauthorized entry.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/.5	3. Pool deck and splash pads are free of tripping hazards and sharp protrusions.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/.5	4. Changing room floors are in good condition with no broken tiles or sharp edges.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/.5	5. Pool deck and changing rooms are free of long standing water. Mats are cleaned and secure.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/.5	6. Drains, lights, ladders, stairs, and hand rails are secure and free from sharp, worn edges.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/.5	7. Diving boards, ladders, and steps are in good repair. Surface material has adequate abrasive covering.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/.5	8. Exercise equipment is well maintained and in good working condition, and gym floors and courts are clean and in good repair.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/.5	9. Common areas are well maintained. Flooring is free of tripping hazards or excess moisture.
<input type="checkbox"/>	<input type="checkbox"/> Score: ___/.5	10. Daycare, dance classrooms, play areas are free from hazards.

Score: ___/.5

11. Proper staffing levels are maintained.

Score: ___/.5

12. In-service training is conducted with staff. Agenda and documentation on who attended is maintained.

Score: ___/.5

13. Parking areas and front entrances are well maintained. A snow removal program is in place.

Score: ___/.5

14. Incident reports are completed and maintained on all reports of injury.