

AUDIT COMMITTEE SUMMARY
Audit of Office of Risk Management Safety Programs
Report Issued July 9, 2021

Audit Objective

Determine if citywide safety programs are implemented, monitored to measure performance, and updated to consider risk areas.

Background

The mission of the Office of Risk Management is to deliver a quality risk management program that focuses on the prevention of injuries and collisions, the protection of City assets, and the development and implementation of sound safety programs for the welfare of employees and citizens.

City departments implement their own job and environmental safety trainings and safety practices. The Office of Risk Management complements departmental efforts by being available for safety feedback when departments inquire.

The key occupational and environmental safety initiatives conducted by the Office of Risk Management are Safety Trainings and Facility Inspections. Approximately 11 Safety Coordinators are charged with providing annual inspections and instructor led trainings to 37 City departments.

Scope & Methodology

The audit scope consisted of the inspection process, inspection completion and safety program oversight for fiscal years 2018 through 2020 Q1.

We interviewed Risk Management staff and performed walkthroughs to gain an understanding of the implemented controls associated with the oversight of citywide safety programs. Testing criteria included the CoSA Safety Statement, CoSA Safety Manual, City Administrative Directives and Internal Policies and Procedures.

Conclusions

The Office of Risk Management encourages safety practices by providing citywide web-based safety trainings and instructor led trainings that compliment department safety feedback. Additionally, Risk Management conducts annual facility inspections to monitor general environmental safety. Overall, Risk Management strives to ensure a safe environment for employees and citizens.

However, there are multiple opportunities to strengthen controls associated with updating the City's Property Listing for scheduling safety inspections, identifying high-risk areas in the City to ensure adequate training is provided, and overseeing departmental adherence to City Safety Manual guidelines.

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The Office of Risk Management agreed with our observations and has developed positive action plans to address them.