

Basic Risk Management

One of the most important results of an insurance underwriting survey is to highlight the deficiencies that have been noted and solutions for remedying any short-comings.

These deficiencies, if attended to, can have the effect of:

- Reducing or eliminating hazards or potential hazards
- Preventing loss or interruption of production
- Improving the status of the premises overall
- Obtaining insurance protection
- Maintaining reasonable insurance costs

Common risk items that often need attending to are:

- Obstructing fire extinguishers and fire hose reels from immediate use
- Electrical Sub and Main Switchboards open at their rear or sides thus allowing cobwebs, dust, dirt and debris to sit on wiring, fuses, contacts and switches.
- Non-observance of yellow floor lines by stacking or storing work in progress within these "keep clear" areas.
- Not returning Hazardous Substances to their storage area during out of work hours.
- Storage of computer data (tapes and disks) in non-approved cabinets or sitting on desk tops and therefore exposing this vital information to loss or damage.
- Storage standards not being monitored and allowing sprinklers to be obstructed from effectively operating.
- Hot work – safety procedures not being enforced. No oversighting of work procedures.
- No smoking rule being flouted (dismissal threat should be in place).
- Updating or reviewing the Dangerous Goods License and hazardous and flammable substances well in excess of that permitted on the license that is kept on-site. This could pose a legal, insurance and possibly a criminal negligence action if personal injury results.
- External Storage of surplus plant and equipment around the extremities of buildings can often obstruct fire appliances and other emergency services gaining access and in some cases, when the equipment is combustible, can increase the fire and burglary danger.
- Internal housekeeping including trade waste under work benches, on roof and wall frames, overflowing bins/drums and a general slackness in upkeep that can often reflect in the standard of management.

quality service

Do what you say you will do within the time you say you will do it. That is quality service. It is better to call your customer and say you are going to be late than frustrate them by turning up when it suits you.

Changes in particulars

Please remember to let us know of any changes in:

- * Physical address
- * E-mail address
- * Phone and/or fax numbers
- * Shareholding
- * Purchase or change of Assets or anything else that may be relevant and don't forget to advise your Insurance Broker of any claims or circumstances that might give rise to a claim.

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