

Hi Mr./Ms. xxx,

My name is Curtis Heaton, and I am part of the Gallagher Bassett Risk Control consulting team. I have been assigned to **complete / update** your Risk Control Assessment on behalf of **Gallagher Bassett** as part of your **Columbus Insurance** review process.

The RCA, on average, takes about three hours. The RCA designed to evaluate where **Manpower of Richmond** is in relation to a wide variety of regulatory, safety, and risk management best practices, based upon your industry and lines of coverage with **Columbus Insurance**. While the RCA is a component on the **Columbus Insurance** scorecard, my assessment is not meant to be punitive. In fact, any initial RCA I conduct, regardless of when your last one was conducted, is meant to be a baseline evaluation. I will want us to agree on two questions at the end of the RCA: 1.) Was the RCA an accurate reflection of the current **Manpower of Richmond** safety & risk management posture?; and 2.) How can I help to move the needle forward on where **Manpower of Richmond** wants to be with regard to your safety & risk management program?

I know you are busy, and there is quite a bit that can be done ahead of time to prepare for the RCA update. I will need to review a wide variety of documents, and any of these that you can send me ahead of time will reduce the amount of your time I have to occupy. The RCA lends itself to focusing on corporate philosophy in some sections and on-site observations in others. There are undoubtedly sections that don't apply to you. Below are most of the documents and resources that I will need to review, if applicable. Anything that you send me in advance could shorten the RCA process on-site; however, I'd still discuss any findings with you.

- OSHA **300A summaries** from the last 3 years **2019-2021** (all facilities, if possible).
- Safety Manual
- Employee Handbook
- Substance Abuse Policy
- New Employee Orientation Program (outline of topics or schedule is fine)
- Training Records or Training Matrix
- A completed JSA or JHA (Job Hazard Analysis)
- Safety Committee Agendas & Minutes (one year please)
- Accident Investigation Policy & Incident Reporting Forms
- Emergency Action Plan (fire, tornado, etc. for local offices),
- Any Written Regulatory Plans, if not included in the Safety Manual such as LOTO, HazCom, etc. (See Section 7 of the RCA)
- If you have drivers, covered under DOT, I'll need to see their files/records/training as well

Again, I have attached the current RCA form, as there shouldn't be any surprises, and I'm not there to catch you in any "gotcha" questions. I am on your side, and am simply assessing where you are at and where we might like to go in the future.