

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 conduct a Prospect Risk Control Assessment on behalf of Gallagher Bassett as part of your Churchill review process.

My soonest available dates are December 5, 7, or 16. Please let me know which of these dates would work for you; if none of them are possible please suggest some alternate later dates, although we want to get this done as quickly as possible. I would suggest an 8:30 start time for our meeting, which should allow us to finish before lunch.

Here is the RCA process so that there are no surprises – also, the blank RCA is attached so you can see the questions ahead of time. Don't worry about filling it out, and don't let the length scare you – it's wordy, but a lot of it is discussion-based and grouped by topic for a more efficient process. Some of the topics may not apply to your operations, and we will skip those sections.

The RCA, on average, takes three to four hours, plus the time necessary to complete a tour of your facility. Rarely, though, it can be completed in as little as two hours. So, if we do nothing else that day, you, or your designee(s) should schedule a half-day for the RCA.

The RCA designed to evaluate where River City Construction is in relation to a wide variety of regulatory, safety, and risk management best practices, based upon your industry and lines of coverage with Churchill. The initial RCA is meant to be a baseline evaluation, and it is important that it be an accurate reflection of the current River City Construction's safety & risk management posture.

And yes, you can do quite a bit to be prepared for the RCA. I will need to review a wide variety of documents – either for the site visited or for the corporation as a whole. The RCA lends itself to focusing on corporate philosophy in some sections and on-site observations in others. Below are most of the documents and resources that I will need to review. 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 (blank) RCA form, as there shouldn't be any surprises, and I'm not there to catch you in any "gotcha" questions."

If you have any questions about the process, please don't hesitate to reach out to me.