



451 Diamond Drive | Ephrata, WA 98823

November 4, 2020

Via Email

Randy Hinchliffe, City Administrator
City of Waitsburg
147 Main Street
PO Box 35
Waitsburg, WA 99361

RE: ADA Risk Assessment

Dear Randy:

The assistance I received on October 28, 2020, in completing the ADA risk assessment was greatly appreciated. The purpose of a risk assessment is to identify areas of potential loss and to offer recommendations on how the City of Waitsburg can eliminate or minimize losses due to the identified hazard. By being proactive regarding risk management, each entity can reduce expenditures due to losses, to both itself and the Cities Insurance Association of Washington, of which the City of Waitsburg is a member.

Based upon discussions and observations, I am submitting the attached safety concerns. There are five (5) colors used to assess the level of any safety concerns identified during the risk assessment. These colors are defined as follows:

- Green = Acceptable
- Yellow = Consider future plan to address
- Red = Needs to be addressed
- Grey = Not available
- White = Non weighted questions

In addition, there is a percentage score attached to this report which will not affect your insurance coverage or premium. This score is to indicate areas of strengths within the City of Waitsburg, as well as weaknesses that can be addressed to make a safe workplace environment.

This report is based upon the information supplied by personnel and/or on the conditions and practices observed at the time of the visit. The report may not list all unsafe conditions and practices; others may exist. This report is not an endorsement of, and it may not be used to endorse or promote any practices, procedures, or products. The survey activities and any recommendations in this report are designed solely to assist the City of Waitsburg with suggestions for the possible management of their own safety activities and do not constitute and should not be construed as legal advice. The responsibility for making changes in the operations, procedures, or for implementing any recommendations is the City's, as is any decision to rely on any information in this report. All warranties are hereby disclaimed, whether expressed or implied, and no liabilities are assumed for any loss, cost, damage, or expense that may arise from the use of or reliance upon information contained in this report. This report does not amend, or otherwise affect, the provisions or coverages of any insurance policy or bond issued, nor is it a representation that coverage does or does not exist for any specific claim or loss under any such policy or bond. Coverage depends on the facts and circumstances involved in the claim or loss, all applicable policy or bond provisions, and any applicable laws.

It has been a pleasure working with you on this ADA risk assessment. Should you have any questions or if we can be of any assistance, please feel free to contact us at (509) 754-2027 or (800) 407-2027.

Sincerely,



Blair Kok, ARM, AIS, ADA Coordinator
Risk Control Representative

/pf

Enclosures

DISCLAIMER

This checklist contains safety information and is not intended to be all encompassing of every aspect of a safety checklist. The material provided in this checklist has been prepared to provide general information only. These best practices suggested herein should not be regarded as legal advice. Clear Risk Solutions, its officers and directors shall not be liable for any damage, injuries, costs or expenses relating to the use of the checklists. In addition, no responsibility can be accepted by the author(s) for any known or unknown consequences that may result from reliance on any information provided in this checklist.