



Risk Control Self-Check

Companion worksheet to the Risk Control Techniques video

BUSINESS NAME

DATE COMPLETED

Instructions Read each statement and mark where your business stands today: In Place, Needs Attention, or N/A. Use the lines to note a gap or next step, and jot down any questions worth raising with your insurance advisor.

01 Avoidance

Choosing not to take on work, products, or activities where the risk outweighs the reward.

We know which jobs, services, or products we avoid because the risk is greater than the potential profit.

☐ In Place

☐ Needs Attention

☐ N/A

Before taking on an unfamiliar or higher-risk job, we have a way to decide whether the work is worth the added exposure.

☐ In Place

☐ Needs Attention

☐ N/A

We are comfortable turning down work that doesn't fit our crew, equipment, or experience.

☐ In Place

☐ Needs Attention

☐ N/A

Gap or Next Step

Questions for My Insurance Advisor

02

Loss Prevention

Reducing how often incidents and accidents happen.

Safety meetings, equipment inspections, or pre-job check-ins are actually completed and documented.

☐ In Place

☐ Needs Attention

☐ N/A

Employees are trained on the equipment and procedures they use, and that training is refreshed.

☐ In Place

☐ Needs Attention

☐ N/A

Work areas are checked regularly for trip hazards, electrical problems, and unsafe storage.

☐ In Place

☐ Needs Attention

☐ N/A

Our email, accounting, and business accounts are protected with multi-factor authentication and strong passwords.

☐ In Place

☐ Needs Attention

☐ N/A

We have looked into Colorado's Premium Cost Containment (PCC) Program, which may offer a workers' comp premium discount. (cdle.colorado.gov/dwc/employers/safety-and-loss-control)

☐ In Place

☐ Needs Attention

☐ N/A

Gap or Next Step

Questions for My Insurance Advisor

03

Loss Reduction

Putting safeguards in place so that when something does go wrong, the damage or disruption is limited.

Fire extinguishers, alarms, shut-off systems, and other emergency equipment are inspected and ready to use.

☐ In Place

☐ Needs Attention

☐ N/A

Employees know where emergency shutoffs, electrical panels, and first-aid supplies are located.

☐ In Place

☐ Needs Attention

☐ N/A

We have a basic plan for continuing operations after a major loss or interruption.

☐ In Place

☐ Needs Attention

☐ N/A

We know who we would call and what we would do first if our systems were hacked or business data was lost.

☐ In Place

☐ Needs Attention

☐ N/A

Gap or Next Step

Questions for My Insurance Advisor

04 Separation

Keeping critical assets and operations spread out so one event can't take everything at once.

Critical equipment, inventory, and records are arranged so a single fire, theft, flood, or outage would not affect everything at once.

☐ In Place

☐ Needs Attention

☐ N/A

Our most valuable assets are not all kept in one building, yard, or vehicle.

☐ In Place

☐ Needs Attention

☐ N/A

If we lost one location, we could still get the equipment and materials we need to keep operating.

☐ In Place

☐ Needs Attention

☐ N/A

Gap or Next Step

Questions for My Insurance Advisor

05 Duplication

Keeping backups or spares of the equipment, systems, and data you can't operate without.

Client files, accounting records, and business data are backed up off-site or in secure cloud storage on a regular schedule.

☐ In Place

☐ Needs Attention

☐ N/A

We have backup power or spare parts for equipment we can't operate without.

☐ In Place

☐ Needs Attention

☐ N/A

We have a backup plan, such as a spare unit or standby agreement, if a critical vehicle or tool fails.

☐ In Place

☐ Needs Attention

☐ N/A

Gap or Next Step

Questions for My Insurance Advisor

06

Diversification

Spreading income and operations across more than one customer, service, or market.

No single client represents so much of our revenue that losing them would threaten the business.

☐ In Place

☐ Needs Attention

☐ N/A

Our revenue comes from more than one type of service, product, or customer group.

☐ In Place

☐ Needs Attention

☐ N/A

A slowdown in one service, customer group, or market would not stop us from operating.

☐ In Place

☐ Needs Attention

☐ N/A

Gap or Next Step

Questions for My Insurance Advisor

07 Contracts & Subcontractors

Making sure the agreements you sign, and the people you hire, don't quietly add risk to your business.

We read the insurance and hold-harmless sections of contracts before signing, and know who to ask about anything unclear.

☐ In Place☐ Needs Attention☐ N/A

We collect current certificates of insurance from subcontractors and vendors before they start work, and track when they expire.

☐ In Place☐ Needs Attention☐ N/A

Our subcontract agreements pass appropriate insurance requirements down to the subcontractor.

☐ In Place☐ Needs Attention☐ N/A

Gap or Next Step

Questions for My Insurance Advisor

Priority Action Plan

Choose up to three items from your self-check that would make the biggest difference for your business.

Priority	Risk Control Technique	Identified Gap	Planned Action Step	Owner / Target Date
1				
2				
3				

Support

As part of your Enhanced Compliance & Audit Support Services, bring your completed self-check to your next check-in. We can help you organize the areas you've identified, figure out what questions are worth asking, and identify when your insurance agent or another qualified professional may be the right resource.