

*Central Jersey Joint Insurance Fund*



# 2017 SAFETY INCENTIVE PROGRAM



January 1, 2017

**CENTRAL JERSEY JOINT INSURANCE FUND  
2017 SAFETY INCENTIVE PROGRAM**

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## INTRODUCTION

The 2017 Safety Incentive Program provides members of the Central Jersey Joint Insurance Fund with a blueprint for success with their safety programs. Best practices and suggestions are provided. As we continue to “*Change the Way We Think about Safety*” we recognize that health and wellness efforts play a major role in safe work practices, employee morale and claims management.

To change behaviors and promote workplace safety, we need to have both a “Top Down” and “Grassroots Led” program. We remind all members that the key to an effective safety program starts with the Safety Committee. Our program is based on the “6 C’s” - Building Commitment, Controlling Hazards, Continuing Education, Communication, Coaching and Claims Management.

Our goal is to help every member succeed with their safety program and qualify for Safety Incentive Awards. We encourage members to make full use of all the services provided by the MEL and JIF, including instructor-led and on-line training through the MEL Safety Institute, Safety bulletins, tool box topics, and regional training topics, just to name a few. Please reach out to your Safety Consultant if you have any questions:

<p>Don Ruprecht, Associate Director <a href="mailto:druprecht@jamontgomery.com">druprecht@jamontgomery.com</a> Office: 732-660-5051 Fax: 856-830-1509</p>	<p>David McHale, Safety Director <a href="mailto:dmchale@jamontgomery.com">dmchale@jamontgomery.com</a> Office: 732-736-5213 Fax: 856-830-1468</p>
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## REQUIRED ELEMENTS TO QUALIFY FOR AWARDS

To qualify for an award, full participation requires significant demonstration of commitment in all aspects of the program. There are four “required elements” of the program:

1. Return the adopted 2017 Safety Incentive Program Acceptance Resolution. **FINAL DUE DATE for return to Safety Director by 3/31/2017.**
2. Send delegate to quarterly Executive Safety Committee meetings.
3. Attendance at the annual JIF safety kickoff luncheon.
4. Submit quarterly Six C Reports that demonstrates active participation (minimum of 70 points on SIP Scorecard to qualify for an award)

## HOW THE PROGRAM WORKS

- Safety Coordinators are requested to keep your program documentation (safety committee minutes, hazard inspections, training records, job site observations, etc.) in a central location available for review by the JIF Safety Consultant during periodic on-site record checks.
- Members are eligible to qualify for an award amount equal to their proportional percentage of JIF payroll of the award pool. SIP elements are scored quarterly and successful participation requires significant demonstration of commitment to all aspects of the program and a minimum of 70 out of 100 points to qualify for an award. Safety Incentive Program award amounts will be equal to the percentage amount of points earned by each member once the minimum of 70 points has been achieved.
- During on-site record checks, all elements of the program will be reviewed. Safety Consultants work with members to secure a commitment of participation for any areas that are incomplete.
- The program runs on a calendar year basis and we will make every effort to review members SIP documentation quarterly.

**Central Jersey Joint Insurance Program  
Safety Incentive Program  
Acceptance Resolution**

TOWNSHIP/BOROUGH/VILLAGE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_, STATE OF NEW JERSEY

RESOLUTION NO. \_\_\_\_\_

RESOLUTION ACCEPTING AND ADOPTING THE CENTRAL JERSEY MUNICIPAL JOINT INSURANCE FUND'S 2017 SAFETY INCENTIVE PROGRAM

WHEREAS, \_\_\_\_\_ is a member of the Central Jersey Municipal Joint Insurance Fund (CENTRAL JIF); and

WHEREAS, it is the policy of the CENTRAL JIF to achieve the best and most practical degree of freedom from accidents an/or injuries; and

WHEREAS, the CENTRAL JIF endeavors to ensure that all of their members' employees, volunteers and public are provided with a safe and healthy environment, free from any recognized hazards; and

WHEREAS, the CENTRAL JIF endeavors to ensure that all of their members are in compliance with applicable safety and health requirements; and

WHEREAS, the CENTRAL JIF's Safety Committee is made up of representatives of the Fund's Municipalities, along with the professionals employed by the Fund; and

WHEREAS, the new Program will assist all the Central JIF members in becoming or maintaining compliance with all Public Employees Occupational Safety and Health (PEOSH) Requirements; and

WHEREAS, the CENTRAL JIF has adopted the new 2017 SAFETY INCENTIVE PROGRAM which should succeed in providing a safe, healthful and pleasant environment; and

NOW; THEREFORE, BE IT RESOLVED, by the Township/Borough/Village Committee/Council of \_\_\_\_\_, County of \_\_\_\_\_, State of New Jersey that the Central Jersey Municipal Joint Insurance Fund SAFETY INCENTIVE PROGRAM be adopted by the Township/Borough/Village of \_\_\_\_\_.

ATTEST

ATTEST

, Mayor

Presented by:

Seconded by:

Roll Call Vote:

AYES:

NAYES:

ABSTAINING:

ABSENT:

**To participate in the Safety Incentive Program please return the adopted Acceptance Resolution to the Safety Director by March 31, 2017 to:**

**J. A. Montgomery Risk Control, Attn: Natalie Dougherty  
401 Route 73 North, Suite 300 PO Box 177  
Marlton, New Jersey 08053  
E-mail [ndougherty@jamontgomery.com](mailto:ndougherty@jamontgomery.com) or Fax 856-552-4739**

## SAFETY BEST PRACTICES

### 1. COMMITMENT AND ACCOUNTABILITY

- Submit the signed / adopted Safety Incentive Program Acceptance Resolution. Final due date March 31<sup>th</sup>, 2017. **REQUIRED**
- Set the tone - Management support for safety
- Provide at least 1 follow-up safety / loss control report to elected body. **1 pt. / yr.**
- Be knowledgeable about claims frequency, LTAF and address safety issues promptly.
- Police Participation in SIP. Attendance at town safety meetings, facility inspections, etc. **1 pt. / qtr.**

### 2. CONTROLLING HAZARDS

- Inspect all municipal facilities, playgrounds, walkways, and public areas for safety concerns and take corrective action in a timely manner. Maintain written records. Minimum of 1 per month, alternate departments throughout quarter, minimum of 2 each per year for DPW / Public Safety. **1 pt. each; maximum 4 pts. per qtr.**
- Focus on good housekeeping
- Complete all outstanding Suggestions for Improvement in a timely manner. No "Important" SFIs that are more than a year old and no outstanding "Urgent" SFIs that have not been addressed. **1 pt. / yr.**
- Conduct annual MVR checks for employees who drive on municipal business. Check that drivers' licenses were in good standing throughout the year. **3 pts. / yr.**
- Maintain and update written regulatory programs, including:
  - Hazard Communication / RTK / Central File
  - Bloodborne Pathogen Exposure Control Plan
  - Lock Out / Tag out
  - PPE Hazard Assessments
  - Emergency Action / Fire Protection
  - Indoor Air Quality
  - Hearing Conservation Program
  - Confined Space Entry
  - Respiratory Protection Plan
  - OSHA Logs (300/ 300A)

### 3. CONTINUING EDUCATION AND TRAINING

- Assign MSI Training Administrator. **1 pt. / yr.**
- Provide MSI safety training - MSI Instructor Led or Online Group Training. 1 class each quarter from 3 major departments. **1 pt. per training event; maximum 3 pts. per qtr.**
- Make sure safety training is up to date.
- New hires received safety orientation within their first month of work. **1 pt. per qtr.**
- Participate in quarterly regional safety training workshops. **2 pts. per qtr.**
- Use the safety videos from the MEL Media Library.

### 4. COMMUNICATIONS

- Promote daily safety contacts. Start **every job / workday** with a pre-shift briefing.
- Use tool box meetings and safety videos. Minimum of 2 per month, 2 each per year for DPW / Public Safety **.5 pt. each; maximum 3 pts. per qtr.**

## 2017 Safety Incentive Program

- Hold regular Safety Committee meetings (minimum of one per quarter) and encourage full participation by all members. Keep written agendas and minutes. **4 pts. per qtr.**
- Maintain safety communication center and keep it current **2 pts. / year**
- Post and review Safety Director Bulletins

### 5. COACHING

- Conduct job site observations to identify at-risk behaviors and conditions by observing employees and giving immediate feedback; include ergonomic & proper body mechanics in the observations. Minimum of one per month. **1 pt. each / 3 pts. qtr.**
- Remind one another to work safely.
- Complete or update Job Hazard Assessments and review with crew members.
- Encourage Supervisors to attend MSI classes with their employees.

### 6. CLAIMS MANAGEMENT

- Report all claims in a timely manner (within 3 days of incident).
- Implement transitional duty program. Required when value added work is available for work related injuries.
- Investigate incident to uncover root causes of incidents. Complete and maintain the "*Supervisors Incident Report*" forms.
- Review incident reports at Safety Meetings. Assign follow up actions, including what to do, who will be responsible and by when. **2 pts. / qtr.**
- Share claims summary/performance with governing body at least annually.

## SUPERVISOR'S INCIDENT REPORT INSTRUCTIONS

*See attached form for report.*

### ***Instructions for Supervisors***

- The Supervisor's Incident Report must be completed in addition to the First Report of Injury.
- Claims Coordinators should continue to report claims as previously instructed.
- The purpose of the Supervisor's Incident Report is to identify causes and prevent future occurrences: **FACT FINDING, NOT FAULT FINDING.**
- On-Line "fillable" version of Incident Report is available on the JIF website.
- The Supervisor Incident Report is used to investigate Workers' Compensation, Property, Automobile, and General Liability Incidents.

### ***When an Accident Occurs***

- Render any necessary medical assistance.
- Take steps to secure the site.
- Notify law enforcement if motor vehicle is involved.
- Use the Incident Investigation form as a guide to identify ways to prevent future occurrences.
- Take photos and preserve equipment involved in the accident.

### ***Report Distribution:***

Supervisor – Send completed report to Claims Coordinator and your Municipal Safety Coordinator

- If photos are available, please include them.

Revised 1/1/15