

*Central Jersey Joint Insurance Fund*



# **2017 Fire / EMS District Safety Incentive Program**



February 13, 2017

**CENTRAL JERSEY JOINT INSURANCE FUND  
2017 FIRE / EMS SAFETY INCENTIVE PROGRAM**

TABLE OF CONTENTS

INTRODUCTION .....3  
WHAT'S NEW FOR 2017 .....4  
HOW THE PROGRAM WORKS.....4  
PROGRAM ELEMENTS .....5  
ANNUAL END OF YEAR SUMMARY REPORT .....9

# 2017 Central JIF Fire / EMS District Safety Incentive Program

## INTRODUCTION

The 2017 Fire / EMS District Safety Incentive Program provides members Districts 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:

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## **2017 Central JIF Fire / EMS District Safety Incentive Program**

### **PROGRAM REQUIREMENTS FOR 2017 –**

To qualify for an award, full participation requires significant demonstration of commitment in all aspects of the program.

### **HOW THE PROGRAM WORKS**

- Fire / EMS District representatives are requested to keep your program documentation (safety meeting minutes, hazard inspections, training records, job site observations, etc.) in a central location available for review by the JIF Safety Consultant during on-site visits.
- The Central JIF Fire / EMS District Safety Incentive Program award amount is based on the following scoring criteria: 95-100pts = \$2,500, 90-94pts = \$2,000, 85-89pts = \$1,500, 80-84pts = \$1,000, 70-79pts=\$500, under 70pts no money.
- During on-site record checks, all elements of the program will be reviewed. The JIF Safety Consultant will work with Districts to secure a commitment of participation for any areas that are incomplete.
- The program runs on a calendar year basis and participating Districts should submit their 2017 Activity Report Form by January 12, 2018.

## 2017 Central JIF Fire / EMS District Safety Incentive Program

| Commitment & Accountability   | Points |
|---|--------|
| <p><b>50% of supervisory staff (Department Chief, line and administrative officers, and Commissioners) attended Leadership &amp; Supervisors Training.</b></p> <p><i>Safety starts at the top. Each member has a number of leaders (chief officer and supporting line officers, President and administrative officers, and elected or appointed Commissioners). 50% of those leaders should attend JIF Managers &amp; Supervisors Training, MEL Elected Official Training, MEL online Management Webinars, or equivalent risk management /loss control training in the calendar year.</i></p> <p>Points will be awarded based on 1 point for each leader who attends a risk management educational class or online course, up to a maximum of 5 points.</p>   | 5      |
| <p><b>The agency participates in a Safety Committee meeting at least quarterly.</b></p> <p><i>Safety committees with strong and visible upper management support and representatives of all levels of the organization are shown to make a meaningful impact on workplace safety. Committee members should be informed of loss data, upcoming safety activities, and discussions of accidents, injuries and near-misses so that resources can be effectively assigned. The Safety Committee may be at the department-level with representatives of Commissioners, officers, and firefighters; or Department leaders (chief officer or commissioner) may also serve as a member of the local municipal safety team by attending at least three Safety Committee meetings.</i></p> <p>Full points will be awarded when Minutes of Commissioner or local Safety Committee meetings are submitted with End-of-Year Report. Minutes of the meetings should include sufficient detail to indicate productive safety / loss control discussions, but must include loss / injury data or other loss metric, reports of local loss control / safety activities from all levels of the organization, and discussion on injury review process.</p> | 5      |
| Controlling Hazards   |        |
| <p><b>HQ / station and other facilities are inspected at least quarterly.</b></p> <p><i>Great organizations look at themselves to get better. They inspect their facilities to ensure they are safe for employees and invited guests. The JIF provides sample station and rental hall inspection forms to document the inspection, or the member may develop another documentation method. Representative completed forms will be reviewed by Consultant during a loss control visit.</i></p> <p>1 point will be awarded for at least one documented inspection of station (and rental hall if available) each quarter.</p>   | 4      |
| <p><b>Apparatus are inspected at least monthly.</b></p> <p><i>Similarly, department vehicles should be inspected periodically with supporting documentation. Representative completed forms will be reviewed by the Consultant during a loss control visit</i></p> <p>½ point will be awarded for at least one documented inspection of each pumper, ladder, ambulance, rescue / extrication, boat, ATV, and other specialty response vehicle per month.</p>  | 6      |

## 2017 Central JIF Fire / EMS District Safety Incentive Program

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| <p><b>Apparatus are inspected-tested-maintained by qualified technician yearly as required by NJPEOSH (NFPA) for pumpers, aerials, etc. or NJDOH for ambulances.</b></p> <p><i>State agencies have requirements that fire pumpers be tested yearly for pump performance, aerial devices of fire apparatus be tested yearly, and ambulances be inspected by the Office of Emergency Medical Services yearly.</i></p> <p>Upon request, member will produce documentation of testing or inspection by proper agency or vendor.</p>  | 5  |
| <p><b>OPEN Suggestions for Improvements are addressed in a timely manner.</b></p> <p><i>Suggestions for Improvement are classified by the Consultant as Urgent, Important, or Program Improvement. Urgent SFI must be addressed within 30 days. Important SFI must be addressed within 12 months.</i></p> <p>The Safety Director Office maintains the SFI database and will work with the member to ensure time frames are met. 1 point will be lost for each OPEN SFI not meeting above criteria.</p>   | 5  |
| <p><b>MVR of all members are checked annually.</b></p> <p><i>Agencies must know drivers of their vehicles have valid drivers' licenses and acceptable driving histories. Members should have a CAIR account or coordinate their MVR checks with their local municipality. This includes career, volunteer, and per-diem (part-time) firefighters and Emergency Medical Technicians.</i></p> <p>Full points will be awarded upon certification the agency has completed the MVR check.</p>  | 10 |
| <p><b>NJPEOSH Safety and Employment Practices policies / programs are reviewed and updated annually.</b></p> <p><i>Federal, State, and certifying agencies have requirements for written policies and programs. The following programs will be reviewed and made available to employees:</i></p> <ul style="list-style-type: none"> <li>• <i>Bloodborne Pathogens / Infection Control</i></li> <li>• <i>Hazard Communication / Right-to-Know</i></li> <li>• <i>Job Hazard Assessment / Personal Protective Equipment</i></li> <li>• <i>Fire Prevention &amp; Emergency Action Plan</i></li> <li>• <i>Equal Employment Opportunity and Anti-Discrimination Policy</i></li> </ul> <p>Member will certify the listed programs or policies are developed, reviewed periodically, and made available to employees. 1 point will be awarded for each policy / program that is developed and current.</p> | 5  |
| <b>Continuing Education</b>  |    |
| <p><b>A Learning Management System is used by department (FireSoft, LMS, DMS, etc.) to track the training of members.</b></p> <p><i>Missing or deficient training records are among the most frequently-cited deficiencies by NJPEOSH. Members should have a system, preferably electronic, to track training of firefighters and EMTs.</i></p> <p>Full points will be awarded for members who demonstrate training of responders is tracked.</p>  | 4  |

## 2017 Central JIF Fire / EMS District Safety Incentive Program

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| <p><b>Conduct six (6) department-level training or drills of 1 or more hours in duration during the year.</b></p> <p><i>Company-level drills and educational sessions should be scheduled on a regular basis to train responders on technical skills of firefighting, rescue, pre-hospital care, and other emergency operations in accordance with department policies and procedures, and industry standards.</i></p> <p>1 point will be awarded for each session, up to the maximum of 6. The Consultant will review lesson plans, sign-in sheets, and other documentation of drills or trainings.</p>  | 6 |
| <p><b>Attend at least 12 seminars or classes at Fire / EMS academies, US Fire Administration, MSI Instructor-led, and similar agencies outside of your agency in a calendar year.</b></p> <p><i>Drills, training, and educational classes given by instructors from an outside agency are important to expand the base of knowledge and skill of responders and leaders.</i></p> <p>½ point will be awarded for each class / seminar / educational session attended by one or more members of the department. Consultant will review documentation that department firefighter / EMT members attended at least 12 safety / loss control classes given by an outside agency such as the MSI, local fire / EMS academies, U.S. Fire Academy, hospitals, EMT CEU programs, Kean College, FDIC, and similar training providers.</p> | 6 |
| <p><b>Take online or video-based technical, safety, or management-related training (EMI, MSI, NJ Learn, etc).</b></p> <p><i>The Fund recognizes the growing importance of online or on-demand training as a vital component of a comprehensive training plan. There are many providers of quality electronic training programs and safety training videos. These include MSI online classes, MEL Media Library, FEMA / EMI, Fire Engineering, and other industry trade groups. The Consultant will review sign-in sheets, certificates of training, and other documentation of using these resources as part of a training plan.</i></p> <p>1 point will be awarded for each online class taken, safety video viewed, and similar self-directed educational session, up to the maximum of 4 points.</p>                         | 4 |
| <b>Communication &amp; Informal Training</b>  |   |
| <p><b>Conduct at least weekly short briefings for career staff (shift change, etc.) or post monthly safety-related articles on a Bulletin Board for volunteer agencies.</b></p> <p><i>Frequent and consistent dialogue between managers and employees has been shown to be very effective in building a positive safety culture. Leaders of career staff should have a briefing before each shift. Leaders of volunteer agencies should look for ways to keep their safety messages in front of their responders, such as bulletin boards or electronic message boards.</i></p> <p>5 points will be awarded to members who demonstrate commitment to frequent communication between leaders and responders. Consultant will discuss strategies used by members and discuss additional opportunities.</p>                        | 6 |

## 2017 Central JIF Fire / EMS District Safety Incentive Program

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| <p><b>NJPEOSH It's the Law Poster, NJ Right to Know Poster and NJDOL Employment posters are posted in a visible location.</b></p> <p><i>Federal, State, and certifying agencies have requirements that certain notices be posted in places of employment. These include NJPEOSHA, Right-to-Know, Equal Opportunity Employment, Workplace Anti-Harassment, Family Medical Leave, and others.</i></p> <p>5 points will be awarded when posters are verified as present during a loss control visit.</p>  | 2  |
| <p><b>OSHA (or NJOSH) 300A Injury Summary Log is posted Feb – Apr for just the Fire / EMS Department. Five years of OSHA (or NJOSH) 300 Injury Logs are available within 4 hours if requested by NJPEOSH inspectors.</b></p> <p><i>These two deficiencies are among the most cited by NJPEOSH inspectors.</i></p> <p>5 points will be awarded when posters are verified as present during a loss control visit.</p>  | 2  |
| <b>Coaching</b>  |    |
| <p><b>Three Job Site Observations are conducted annually for non-emergency tasks or training.</b></p> <p><i>Great organizations look at themselves to get better. They take a proactive stance of safety by observing tasks and investigating ways to do it better. For non-emergency tasks such as vehicle/equipment inspections, routine station / equipment maintenance, and training sessions to ensure hazards are identified and controlled. The JIF provides sample Job Site Observation forms to document the inspection, or the member may develop another documentation method.</i></p> <p>1 point will be awarded for each completed form provided during a loss control visit.</p>   | 3  |
| <p><b>Post incident debriefing (with documentation of discussions) are conducted for at least 1 incident a month.</b></p> <p><i>Great organizations also look at their emergency operations to get better. Traditional JSO are not practical during emergency responses. There are two opportunities to review hazards and their control at incidents; designated Safety Officers at incidents and post-incident debriefings.</i></p> <p>1 point will be awarded for each documented review of an incident, drill, or other non-routine task, up to 12 points. The Consultant will discuss how the member uses the strategies and discuss additional opportunities during a loss control visit.</p>  | 12 |
| <b>Claims Management</b>   |    |
| <p><b>Injuries (even report only) are reviewed and a lesson-learned documented in department records.</b></p> <p><i>Great organizations conduct comprehensive investigations and analysis after an accident, injury, or near miss. The process has the single goal of identifying the system or process deficiency and developing an action plan to incorporate what was learned to improve the system or process. The JIF provides sample Supervisor Investigation and Root Cause Analysis forms to assist members, or the member may develop another documentation method.</i></p> <p>5 points will be awarded for a formal procedure and review committee as a department policy. 5 points will be awarded for effective injury review, documented. Representative completed forms and action plans will be reviewed by the Consultant during a loss control visit.</p> | 10 |

## 2017 Central JIF Fire / EMS District Safety Incentive Program Annual End-of-Year Summary Report

### Commitment & Accountability

5 points      **50% of supervisory staff (Department Chief, line and administrative officers, and Commissioners) attended Leadership & Supervisors Training.**

| Date | Member Name | Class Title |
|------|-------------|-------------|
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5 points      **The Department participates in a Safety Committee meeting at least quarterly.**  
Attach minutes of at least 4 Department or Town Safety Committee Meetings to report.

### Controlling Hazards

4 points      **HQ / station and other facilities are inspected at least quarterly.**      Initial \_\_\_\_\_  
Describe the Department's inspection process.

\_\_\_\_\_

How many stations / buildings does the Department control \_\_\_\_\_ Is there rental hall(s) \_\_\_\_\_  
\*\* Optional- attach a sample inspection form or log

6 points      **Apparatus are inspected at least monthly.**      Initial \_\_\_\_\_  
Attach a sample inspection form / checklist or log.

5 points      **Apparatus are inspected-tested-maintained by qualified technician yearly as required by NJPEOSH (NFPA) for pumpers and aerials.** Initial \_\_\_\_\_

5 points      **OPEN Suggestions for Improvements are addressed in a timely manner.**  
Consultant will verify from OPEN Suggestion for Improvement database.  
If Urgent or Important Suggestions are OPEN, provide information on the Department's plans to address them.

10 points      **MVR of all members are checked annually.**      Initial \_\_\_\_\_

5 points      **NJPEOSH Safety and Employment Practices policies / programs are reviewed and updated annually.**      Initial \_\_\_\_\_

## 2017 Central JIF Fire / EMS District Safety Incentive Program

### Continuing Education

- 4 points      **A Learning Management System is used by department (FireSoft, LMS, DMS, etc.) to track the training of members.**      Initial \_\_\_\_\_
- 6 points      **Conduct six (6) department-level training or drills of 1 or more hours in duration during the year.**      Initial \_\_\_\_\_

| Date | Topic of Training |
|------|-------------------|
|      |                   |
|      |                   |
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|      |                   |
|      |                   |
|      |                   |

- 6 points      **At least one member attended 12 classes at Fire / EMS academies, US Fire Administration, MSI Instructor-led, and similar agencies outside of your agency.**

| Date | Course Title / Location |
|------|-------------------------|
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- 4 points      **Take online or video-based technical, safety, or management-related training.**

| Date | Course Title / Location |
|------|-------------------------|
|      |                         |

## 2017 Central JIF Fire / EMS District Safety Incentive Program

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### Communication and Informal Training

- 6 points      **Conduct at least weekly short briefings for career staff, or post monthly safety articles for volunteer agencies.**      Initial \_\_\_\_\_
- 2 points      **NJPEOSH & NJDOL posters are posted in a visible location.**      Initial \_\_\_\_\_
- 2 points      **OSHA (or NJOSH) 300A Injury Summary Log is posted Feb – Apr. 5 years of OSHA (or NJOSH) 300 Injury Logs are available.**      Initial \_\_\_\_\_

### Coaching

- 3 points      **3 Job Site Observations are conducted annually for non-emergency tasks or training.**

| Date | Non-emergency Task or Training Observed |
|------|---|
|      |   |
|      |   |
|      |   |

Attach copy of 3 Job Site Observation forms.

- 12 points      **Post incident debriefing (with documentation of discussions) are conducted for at least 1 incident a month.**      Initial \_\_\_\_\_

Attach notes of at least one post-incident debriefing

### Claims Management

- 10 points      **Injuries (even report only) are reviewed and a lesson-learned documented in department records.**      Initial \_\_\_\_\_

Attach notes of at least one injury or near-miss review.

Describe the Department’s injury review process, including members involved.

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**PLEASE COMPLETE AND EMAIL OR FAX BY JANUARY 13, 2017**

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