

Reviewed Onsite in December 2019

CENTRAL JERSEY JOINT INSURANCE FUND

FOURTH QUARTER 2019 SAFETY INCENTIVE PROGRAM REPORT FORM

MUNICIPALITY:

Required elements for 4th Quarter

- Attended 4th Quarter Executive Safety Committee Meeting
- Participate in 4th Quarter Regional Training

Summary Table

In the table below, indicate by marking with a "X" whether facility inspections, technical training, informal safety talks, job site observations were submitted by major departments of your town. In the last column, indicate if at least one member of the department attended a safety committee meeting during the quarter.

Major Departments	Facility / Equipment inspections	Technical Training (MSI-level)	Safety Talks & Videos (5 to 30 mins)	Job Site Observations Coaching	Attend Safety Committee Meeting
Police	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Works	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMS / Rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recreation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Dept. <input style="width: 170px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Dept. <input style="width: 170px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Dept. <input style="width: 170px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Dept. <input style="width: 170px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Dept. <input style="width: 170px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate by marking an "X" in the box if item was completed, and fill in any blanks.

Support from Upper Management

Present a safety report (ex. LTAF rate or SIP performance) to governing body during the 4th quarter.

Date: or submit minutes

Inspecting Facilities, Vehicles and Major Equipment

Regulatory inspections of CDL vehicles, fire extinguishers, fire sprinkler systems and other equipment are conducted.

Major departments inspect their facilities, public areas, vehicles and significant equipment for safety concerns and take corrective action in a timely manner.

Written or electronic inspection forms are completed.

Conduct Annual Motor Vehicle Record Checks

Conduct annual MVR checks for employees who drive on municipal business.

Date: Name:

MSI & Formal Classroom Training

Provide MSI - level safety training.

Date	Department	Class Title	# of Students

I attest that new employees in the first quarter of 2018 attended safety orientation within their first 30 days after hire. Initial:

Informal Training

Tool box talks, safety briefings and safety videos were presented.

Department	Number of toolbox talks, briefings, or videos presented

Written regulatory programs are reviewed and updated as needed.

Written or electronic notes on the training completed.

Job Site Observations / Coaching

Conduct job site observations and provide immediate feedback to employee(s).

Department	Number of Observations	Activities being observed

Written or electronic notes of the coaching session are completed.

Safety Committee Meetings & Injury / Accident Analysis

Held Safety Committee Meeting(s) in the quarter Date(s):

Minutes should be emailed to Safety Consultant after the meeting. **Minutes should include reports on upcoming safety events, reports on past safety events, department safety concerns, discussion notes with lesson(s) learned from the accident / injury reviews and Action Items for the next meeting.**

SUBMITTED BY: TITLE: DATE:

**NOTE: PLEASE SEND MINUTES OF SAFETY COMMITTEE MEETINGS
TO Don Ruprecht at druprecht@jamontgomery.com**

MAINTAIN OTHER DOCUMENTATION ON SITE.

Click on the **SUBMIT button on Page 1 when completed.**