



**CENTRAL JERSEY**  
**JOINT INSURANCE FUND**  
**2019 Safety Incentive Program**

This document provides the goals and instructions of the Fund's Safety Incentive Program. It includes important dates, forms, and templates for success.

**Office of the Safety Director**

Paul Shives, Public Sector Vice President

Don Ruprecht, Associate Director

## INTRODUCTION

Safety Incentive Programs promote and reward activities that safety professionals and managers agree help reduce injuries and losses. These activities include:

- Generating support and commitment from top managers
- Creating a team approach to meet safety goals
- Training managers and workers on the needed skills, knowledge and attitudes
- Having open and purposeful conversations among all team members
- Investigating accidents and near-misses without blame, but demanding accountability.

The 2019 Central Jersey Joint Insurance Fund Safety Incentive Program (CJ SIP) breaks down loss control activities into two components; 1) performing a safety activity, and 2) documenting the safety activity. Performing the activity and recording the activity are two distinctly different tasks that often get confused, and can create a disincentive to a full commitment for all facets of loss control. Points are awarded separately for each of the two components. Safety activities seek to prevent or mitigate an accident from occurring. Documenting the safety activity is important after an accident to mitigate or learn from the loss.

Safety should not be an activity that must be performed once a week or month. The best safety is incorporated into everything every member of the team does.

Achieving safety is a continual process. The ultimate goal of a loss control program is to improve by 1) increase the frequency of the safety activity in daily routines, 2) increase the effectiveness of the safety activity, and 3) better documentation of the safety activity. Increasing the frequency is the first goal. Once the habit of performing a safety activity is established at a high level, the second goal is to look to improve the effectiveness of the safety activity. In other words, performing the activity is a good start, but leaders should always be searching for ways to improve its effectiveness.

Members will be incentivized and rewarded for getting better in the three areas. The approach recognizes that while safety professionals know the activities work, the member knows best how to incorporate the activity into their culture. Please contact the Office of the Safety Director with questions.

<p>Paul Shives, Vice President Public Sector <a href="mailto:pshives@jamontgomery.com">pshives@jamontgomery.com</a> Office: 732-736-5213 Fax: 856-830-1468</p>	<p>Don Ruprecht, Associate Director <a href="mailto:druprecht@jamontgomery.com">druprecht@jamontgomery.com</a> Office: 732-660-5051 Fax: 856-830-1509</p>
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## HOW THE CENTRAL JERSEY JIF SAFETY INCENTIVE PROGRAM WORKS

Qualifying for full award requires significant demonstration of commitment in all aspects of the program by major departments. SIP elements are scored quarterly and requires a minimum of 70 out of 100 points to qualify for an award.

### What has changed for 2019

The 4<sup>th</sup> Quarter Summary report will not be submitted to the Safety Director. The report will be reviewed at your location by the Safety Consultant in December.

### Important Dates

**March 31, 2019** – Submit governing body Resolution agreeing to participate in SIP

**April 12, 2019** – Submit 1<sup>st</sup> Quarter Safety Incentive Program Summary Report

**July 12, 2019** – Submit 2<sup>nd</sup> Quarter Safety Incentive Program Summary Report

**October 11, 2019** – Submit 3<sup>rd</sup> Quarter Safety Incentive Program Summary Report

**December 2019** – 4<sup>th</sup> Quarter Safety Incentive Program Summary Report will be reviewed onsite

### Required elements of the Program

1. Attendance at the Fund's Kick-off Luncheon
2. Governing Body adopts a resolution agreeing to participate in the Program
3. Attendance at quarterly Executive Safety Committee meetings
4. Attendance at quarterly regional training programs
5. Maintain PEOSH-required written programs and safety training

### Quarterly elements of Program

1. Submit quarterly Safety Incentive Program reports by the designated dates to Natalie Dougherty at [ndougherty@jamontgomery.com](mailto:ndougherty@jamontgomery.com). Hard copies of the report are included and fillable forms are on the Fund's website.
  - The Program runs from January 1, 2019 to December 31, 2019.
  - Members will be provided with reviews of their Program.
2. Safety Coordinators should keep documentation of safety activities by each department in a central location, available for review by the Fund's Safety Consultant. Safety activities include:
  - Minutes of Safety Committee meetings and accident / injury analysis
  - Safety training
  - Facility, vehicle, and equipment inspections
  - Job Site Observations / after-action debriefings
  - Toolbox Talks / Safety Briefings
  - Safety reports and updates to governing body
3. Elements of the Program will be reviewed during loss control visits with various departments. The Safety Consultant will work to secure a commitment of participation and discuss strategies for improvement in safety activities with department representatives.

## Scoring Guide for Safety Activities and Documentation

Generate Support from Upper Management	
<b>Mandatory element</b>	Governing body adopted the Safety Incentive Program Resolution
<b>10 points</b>	Activity: at least 2 verbal reports about the safety programs or efforts will be presented to elected officials at a public meeting. One report should be in the 1 <sup>st</sup> quarter of the year, and at a minimum one follow-up report during the 3 <sup>rd</sup> or 4 <sup>th</sup> quarter.
	Documentation: Reports should be reflected in the minutes of the public meetings.
Inspect Facilities, Vehicles and Major Equipment	
<b>Mandatory element</b>	Conduct regulatory inspections of CDL vehicles, fire extinguishers, and fire sprinkler systems as evidenced by Risk Control Consultant during loss control visits.
<b>10 points</b>	Activity: Conduct inspections of all major municipal buildings, playgrounds, non-CDL vehicles and other significant exposures.
<b>5 points</b>	Documentation: SOPs, checklists, forms and similar documents will be reviewed during loss control visits.
Conduct Motor Vehicle Record Checks	
<b>10 points</b>	Conduct Motor Vehicle Record checks of employees who operate department vehicles or personal vehicles on department business.
Attend MSI or Formal Classroom Training	
<b>Mandatory element</b>	Complete regulatory safety training such as Bloodborne Pathogen and Fire Safety for affected employees, Attorney General-required training for law enforcement, and Division of Fire Safety-required training for fire service. This can be a combination of classroom, pre-recorded, and informal training.
<b>10 points</b>	Activity: Representatives of all major departments attend instructor-led classes, seminars, conferences, and similar interactive educational sessions of at least 1 hour duration on a regular basis.
Informal Training	
<b>10 points</b>	Activity: Department leaders should provide frequent and timely educational sessions of less than 1 hour that may include pre-shift / pre-assignment safety briefings, videos, and pre-recorded webinars to employees of all major departments.
<b>5 points</b>	Documentation: Sample sign-in sheets with training points, lesson plans, or similar notes of what was covered may be requested during loss control visits
Job Site Observations / Coaching	
<b>10 points</b>	Activity: Department leaders visit and observe various tasks being performed by employees (at least monthly for service agencies such as Public Works, Police, Recreation, and Fire; and at least quarterly for administrative agencies).

5 points	Documentation: Sample JSO forms, follow-up or debriefing notes, and similar documents shall be available for review during loss control visits.
<b>Safety Committee Meetings and Accident / Injury Analysis</b>	
20 points	Activity: Representatives of multiple departments (Public Works and Police are required) meet at least quarterly to discuss upcoming safety events, safety projects and goals, and analyze accidents / injuries for ways to improve the organization.
5 points	Documentation: Minutes of the meeting will be electronically sent to Safety Director office after each meeting. <b>Minutes should include upcoming safety events, reports on past safety events, department safety activities, discussion notes with lesson(s) learned from the accident / injury reviews and Action Items for the next meeting.</b>