

# DUE OCTOBER 7, 2022

## CENTRAL JERSEY JOINT INSURANCE FUND THIRD QUARTER 2022 SAFETY INCENTIVE PROGRAM REPORT FORM

**MUNICIPALITY:**

### Required elements for 2nd Quarter

Attended 3rd Quarter Executive Safety Committee Meeting

Participate in 3rd Quarter Regional Training - TBD

### 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, 1+ hr. class)	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: 100%; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Dept. <input style="width: 100%; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Dept. <input style="width: 100%; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Dept. <input style="width: 100%; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Dept. <input style="width: 100%; height: 15px;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Initial on the line 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 3rd quarter. Date: \_\_\_\_\_ or \_\_\_\_\_ minutes submitted to Safety Director

<input type="checkbox"/>	The Municipality adopted a Domestic Violence Policy.	Date: <input type="text"/>
<input type="checkbox"/>	The Domestic Violence HRO took NJ online training.	Date: <input type="text"/>
<input type="checkbox"/>	The Municipality adopted a Protecting & Safe Treatment of Minors Policy	Date: <input type="text"/>

### Inspecting Facilities, Vehicles and Major Equipment

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: \_\_\_\_\_ Signature: \_\_\_\_\_

Conduct annual DOT Clearinghouse query of all CDL Drivers

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

### 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 2022 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
Public Work	
Police	
Other Dept.	
Other Dept.	

Written regulatory programs are reviewed and updated as needed.

Written or electronic notes on the training completed.

## Job Site Observations / Coaching

Job Site Observations were conducted by the following departments

Department	Number of Observations	Activities being observed
Public Work		
Police		
Other Dept		
Other Dept		

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.**