

REVIEWED ONSITE IN DEC. 2022/JAN. 2023

CENTRAL JERSEY JOINT INSURANCE FUND FOURTH QUARTER SAFETY INCENTIVE PROGRAM SUMMARY REPORT

MUNICIPALITY:

Required elements for 4th Quarter

Attended 4th Quarter Executive Safety Committee Meeting

Participate in 4th 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 4th 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.