

Safety - Loss Control

The purpose of employee safety training is to establish a program to teach employees to perform in a safe and efficient environment.

The *fund's* primary objectives in safety training are:

- To teach employees hazard recognition and methods of corrective actions.
- To involve employees in accident prevention.
- To motivate employees to accept safety responsibilities.
- To provide employees with information as to accident causes, occupational health hazards and accident prevention methods.

The loss prevention specialist will conduct bi-monthly meetings with the safety committee. The NJMSIJIF Safety Committee shall assist the member municipality safety committees in supervising, coordinating and conducting safety activities and shall regularly meet and report its activities to the Fund Commissioners.

The committee shall be organized in the following manner:

- **Membership:** There shall be a representative for each member who shall be appointed by the respective member municipality and who shall serve without compensation from the *fund*.
- **Term:** Appointees shall serve a term of one year unless replaced earlier by their respective member municipality.

Safety Incentive Program

The Safety Incentive Program is directed towards all employees with three criteria in mind:

- Employee Training
- Supervisor Training
- Hazard Identification and Corrective Action

Criteria:

Attendance at Safety Meetings **Point Value: 20**

All safety delegates will be required to attend a minimum of five (5) safety meetings held by the Safety Director. These meetings will provide guidance to the municipality on a variety of safety issues and will include train the trainer programs that can be conducted at the municipal level by the delegates.

Address Items Identified During Audits within sixty (60) days **Point Value: 10**

Following the receipt of the written audit results, Safety Delegates will be required to provide a status report on any open items identified during the audit conducted by PMK Group. The status report does not need to indicate that all items are closed, only that the issues have been addressed. Understandably, certain items may require capital funds and or planning, therefore some issues may remain open for an extended time period.

Conduct Local Safety Meetings At least Quarterly **Point Value: 20**

Safety Delegates must conduct safety meetings with representatives from a cross section of departments in order to ensure that the safety program is municipal wide. Minutes should be generated and forwarded to the Safety Delegate to ensure compliance with this aspect of the program.

Conduct Local Safety Training At least Quarterly **Point Value: 10**

Safety Delegates must conduct a local training program on a quarterly basis. This can be accomplished by obtaining a safety video from the MEL, utilizing existing training material, or contracting with an outside vendor. Safety Delegate should provide copies of attendance sheets to verify compliance.

Conduct MEL Safety Institute Trainings At least Quarterly **Point Value: 20**

Safety Delegates must conduct a MEL Safety Institute training on a quarterly basis.

Conduct Job Hazard Analysis At least Quarterly **Point Value: 15**

Each quarter, safety delegates must identify a safety hazard or issue and report their findings and corrective action back to the Safety Director. Identified hazards may include a missing stop sign, an uninspected fire extinguisher, or a trip hazard on municipal property.

Safety Delegates will be provided with a complete package and training to aid in complying with all aspects of the program. Forms will include a quarterly report form, a job-site evaluation form, and a hazard identification form.

Choose a Task **Point Value: 5**

Choose a task from the following list and report on your accomplishments.

TASK CHOICES & METRIC FOR SAFETY INCENTIVE PROGRAM

| TASK | HOW TO MEASURE |
|---|--|
| Ensure council member or Business Administrator attends at least one municipality safety meeting or one JIF safety meeting and adopt and document a policy that all department safety meeting minutes are distributed to the governing body. Policy should include annual schedule and resolution of outstanding items. | Must provide a copy of the Minutes with the BA or Council Member's signature or bring them to at least one JIF Safety meeting. Also, must provide a copy of the documented policy that all safety meeting minutes are to be distributed to the governing body. |
| Adopt and utilize a Transitional Duty program for <u>all</u> departments | Provide copy of adopted written policy and documented re-assignment of individual. |
| Lower overall number of workman's comp claims by 10%. | Provide loss run data at first and last safety meetings to show 10% decline. |
| Work with Third Party Administrator to reduce the "unknowns" in loss run data by 10%. | Provide baseline unknown form loss run data at first and last safety meetings to show 10% decline. |
| Create a safety training program for non-traditional personnel (i.e. office personnel). | Provide training documentation. |
| Create a policy to report "near misses" and act to correct the issue. | Provide copy of adopted written policy and documented near misses. |
| Adopt MEL firefighter screening program to prevent heart attacks. | Provide copy of adopted screening program. |
| Adopt and document a policy for safety to be a component of all pre-construction, renovation, and task planning. | Provide copy of adopted written policy. |
| Create a mechanism for employees and residents to report unsafe conditions to the safety representatives. | Document reporting in safety meeting minutes including resolution. |

The total point value is 100. Rewards will be based on the rate of compliance with the items identified above. Total value and reward will be determined following the acceptance of the program.