

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND**

**2018 SAFETY
INCENTIVE PROGRAM**



January 1, 2018

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND
2018 SAFETY INCENTIVE PROGRAM**

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INTRODUCTION

The 2018 Safety Incentive Program provides members of the GLOUCESTER, SALEM, CUMBERLAND COUNTIES MUNICIPAL JOINT INSURANCE FUND with a blueprint for success with their safety programs. Best practices and suggestions are provided through your consultant and within this document. As we continue to “*Change the Way We Think about Safety*”, we recognize that health and wellness efforts play a major role in safe work practices, employee morale and claims management.

To change behaviors and promote workplace safety and wellness, we need to have both a “Top Down” and “Grassroots-Led” program. We remind all members that the key to an effective safety program starts with management and the Safety Committee. Our program is based on the six basic elements required to have an effective program, which includes Management Commitment, Controlling Hazards, Continuing Education, Communication, Coaching and Claims Management.

Our goal is to help every member succeed with their safety program and qualify for Safety Incentive Awards. We encourage members to make full use of all the services provided by the MEL and JIF, including instructor-led and online training through the MEL Safety Institute, Safety Bulletins, Tool Box Topics, Regional Training Topics and Law Enforcement Resources, just to name a few. Please reach out to your Safety Consultants if you have any questions:

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REQUIRED ELEMENTS TO QUALIFY FOR AWARDS

To qualify for Safety Incentive Awards, members must show significant participation and commitment in all the best practices listed on pages 9 and 10. The following elements are required to qualify for an award:

1. **Submit your Safety Committee schedule by January 31, 2018**
2. **Sign and return the 2018 Safety Contract by March 31, 2018**
3. **Send delegate to the Safety Kickoff Breakfast on March 22, 2018.**
4. **Send delegates to the Safety/Claims Coordinator Roundtable on February 15, 2018 at Nicolosi's Catering**
5. **Send a delegate to at least one half-day session of the JIF Annual Planning Retreat (date to be announced).**

HOW THE PROGRAM WORKS

- JIF Safety Consultants are required to review program records. Safety Coordinators are encouraged to maintain these program records in a centrally located file. The file should contain the members: Safety Committee Minutes, Hazard Inspections, Training Records, Job Safety Observations, and any other documentation that would assist with an objective evaluation of the member's program efforts. Maintenance of this file will assist in making sure that the member receives full credit for their efforts.
- During on-site record checks, all elements of the program will be reviewed. Safety Consultants will work with members to secure a commitment of participation for any areas that are incomplete.
- Members will either qualify or not qualify (Pass or Fail) for a Safety Incentive Award. The program runs on a calendar year basis, and we will make every effort to review members at least once during the first and second halves of the year.
- Nominations for Special Safety Recognition Awards must be submitted by ***December 31, 2018***.
- Wellness suggestions have been incorporated into the program.

2018 SAFETY INCENTIVE PROGRAM SIZE CATEGORIES

XS	Alloway	M	Paulsboro
M	Carneys Point	L	Penns Grove
M	Clayton	L	Pennsville
XL	Deptford	XS	Pilesgrove
M	East Greenwich	L	Pitman
S	Elk	XS	Quinton
XS	Elsinboro	XS	Shiloh
S	Fairfield	XS	South Harrison
L	Franklin	S	Swedesboro
XL	Glassboro	XS	Upper Pittsgrove
M	Greenwich	XL	Vineland
M	Harrison	XL	Washington Township
M	Logan	S	Wenonah
M	Lower Alloways Creek	XL	West Deptford
XS	Mannington	M	Westville
L	Mantua	L	Woodbury City
XL	Monroe	M	Woodbury Heights
XS	Oldmans	S	Woodstown
		M	Woolwich

XS – Extra Small S-Small M- Medium L-Large XL – Extra Large

SAFETY INCENTIVE AWARDS

Level	X-Small	Small	Medium	Large	X-Large
QUALIFIER	\$ 1,755.00	\$ 2,275.00	\$ 2,925.00	\$3,575.00	\$ 4,225.00
NON QUALIFIER	0	0	0	0	0

OPTIONAL SAFETY INCENTIVE AWARDS

- To qualify for optional safety incentive awards, members must first qualify for the mandatory elements of the Safety Incentive Program, listed on page 4. The following elements are required to qualify for the optional safety incentive awards:
 - Fund Commissioner Meeting attendance - attend 75% combined of all meetings, with 50% by the Fund Commissioner.
 - Member of a Sub-Committee with active meeting attendance involvement of at least 50%
 - Attend all Regional Trainings that apply to member town.
 - Attend the entire Annual Planning Retreat.
- Members will either qualify or not qualify (Pass or Fail) for Optional Safety Incentive Awards. The program runs on a calendar year basis, and we will make every effort to review members during consults.
- The maximum amount that a member could qualify for, under the Optional Safety Incentive Awards, is \$ 1000.00. Each of the four categories will be incentivized at \$250.00
- Risk Management Consultants (RMC) will not be permitted to represent their member town for Optional Safety Incentive Awards; however, they are still encouraged to attend.
- Any applicable representative from a member town will be counted towards successful completion in the four Optional Safety Incentive Award categories.

OPTIONAL SAFETY INCENTIVE AWARDS

Level	Small	Medium	Large	X-Large
<i>Fund Commissioner Participation</i> <i>75% combined attendance of all meetings, with 50% by FC</i>	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
<i>Member of Sub Committee with minimum 50% attendance</i>	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
<i>Attend all Regional Trainings that apply to member town</i>	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
<i>Attend entire Annual Retreat</i>	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00

**2018 SAFETY CONTRACT
GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND**

We, the governing body of _____ recognize the important role an effective safety program plays in lowering employee injury rates, reducing lost time accidents, and cutting insurance costs, all of which contribute to greater employee safety and lower tax rates. Health and Safety must never be compromised. Employee safety, along with the safety of the public, is our number one priority. We applaud the JIF's initiative in providing many of the safety resources needed to enhance our local safety efforts, and we hereby declare our support of the JIF's safety programs. We strive to achieve an accident free environment through a health and safety culture built on:

- **TRUST:** We respect each other's opinions and decisions and will follow through on all health and safety concerns
- **CARE:** We approach each day with the determination to care for ourselves, co-workers and the community we serve.
- **KNOWLEDGE:** We seek the education and skills to properly fulfill our responsibilities.
- **COMMUNICATION:** We communicate with each other in a clear, open and honest manner.

Because mutual respect is so important, we cannot tolerate harassment or other forms of discrimination.

We have established a Safety Committee that meets at least quarterly.

We "Put Safety and Wellness" on the Council Agenda at least once a year.

We establish a motor vehicle fleet safety program.

We keep our regulatory training and written programs current.

We conduct periodic hazard inspection surveys and Job Safety Observations.

We encourage supervisors to make a "daily safety contact" with employees.

We manage our claims by reporting all claims in a timely manner, offering transitional duty and investigating incidents and near misses.

We actively promote and support health and wellness activities.

Accepted by:

(Mayor)

Date

(Administrator/Clerk/Manager)

Date

Municipality: _____

The following departments participate in the Safety Incentive Program:

	Department	Department Head Signature	Date
	Public Works		
	Building & Facilities Maintenance		
	Police		
	Fire		
	EMS		
	Volunteer-Fire-EMS		
	Utility / Water & Sewer		
	Parks & Recreation		
	Administrative		
	OEM		
	Safety Coordinator		

2018 Safety Committee Meetings Dates:

(Please include meeting location, date and time. Return by 1/31/18)

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To participate in the Safety Incentive Program please sign and return the completed Safety Contract to the Safety Director by March 31, 2018 to:

J. A. Montgomery Risk Control, Attn: Danielle Sanders
 231 Main Street, PO Box 2017
 Toms River, New Jersey 08754
 E-mail dsanders@jamontgomery.com or Fax 856-552-6899

SAFETY BEST PRACTICES

1. COMMITMENT AND ACCOUNTABILITY

- Sign and return the 2018 Safety Contract by March 31, 2018
- Submit your Safety Committee schedule by January 31, 2018
- Send delegate to the Safety Kickoff Breakfast on March 22, 2018.
- Send a delegate to at least one half-day session of the JIF Annual Planning Retreat (date to be announced).
- Management sets the tone - support to safety and wellness efforts
- Put "Safety" on governing body agenda at least once a year.
- Use Safety Incentive Awards and Optional Safety Budgets
- Be knowledgeable about claims frequency, lost time accident frequency rate and address safety issues promptly.

2. CONTROLLING HAZARDS

- Inspect all municipal facilities, playgrounds, walkways, and public areas for safety concerns and take corrective action in a timely manner. Maintain written records.
- Maintain "Roadway, Sign, Boardwalk and Walkway" Program (RSW) that includes inspections, record keeping, and prompt correction of hazards. A log of inspection items, complaints and corrective actions is maintained and referrals are made to proper authorities.
- Conduct Job Safety Observations to identify at-risk behaviors and conditions by observing employees at work and giving immediate feedback
- Complete all outstanding Suggestions for Improvement in a timely manner. Member towns should not have any "Important" SFIs that are more than two years old and no outstanding "Urgent" SFIs that have not been addressed.
- Maintain written fleet safety program. Conduct annual MVR checks for drivers and abide by DOT and CDL requirements.
- Maintain and update written regulatory programs, including:
 - Hazard Communication / RTK / Central File
 - Bloodborne Pathogen Exposure Control Plan
 - Lock Out / Tag out
 - PPE Hazard Assessments
 - Emergency Action / Fire Protection
 - Indoor Air Quality
 - Hearing Conservation Program
 - Confined Space Entry
 - Respiratory Protection Plan
 - OSHA Logs (300/ 300A)

3. CONTINUING EDUCATION AND TRAINING

- Assign a Training Administrator for the MEL Safety Institute
- Make sure safety training is up to date.
- Provide new employees with safety orientation during their first month of work.
- Participate in annual Kick-Off Breakfast.
- Attend applicable Regional Training workshops.
- Make use of the safety and wellness videos from the MEL Media Library
- Have members of your Fire, Police & EMS Departments enroll in and complete “**Safe Patient Lifting for Emergency Responders**” online training program.

4. COMMUNICATIONS

- Promote daily safety contact. Start **every job / workday** with a pre-shift briefing.
- Use Tool Box meetings and safety videos.
- Hold regular Safety Committee meetings (at least 4-6 times per year) and encourage full participation by all members. Keep written agendas and minutes.
- Put “Wellness” on the Safety Committee agenda.
- Maintain safety and wellness communication center and keep it current.
- Post and review Safety Director Bulletins
- Promote the concept of “Do No Harm” in every day activity

5. COACHING

- Conduct Job Safety Observations to identify at-risk behaviors and conditions by observing employees and giving immediate feedback ; Include ergonomic and proper body mechanics in the observations
- Remind one another to work safely.
- Complete or update Job Hazard Assessments and review with crew members.
- Encourage Supervisors to attend MSI classes with their employees.

6. CLAIMS MANAGEMENT

- Report all claims in a timely manner (within 3 days of incident).
- Implement transitional duty program.
- Investigate incidents and “near misses” to uncover responsible conditions. Complete and submit the “*Supervisors Incident Report*” form.
- Review incident reports at Safety Meetings. Assign follow up actions, including what to do, who will be responsible and by when.
- Share claims summary/performance with governing body at least annually.
- Maintain Roadway, Sign and Walkway logs, inspection records, audits and equipment inventories for all playgrounds.

7. HEALTH & WELLNESS

- Encourage stretching as part of our daily routines
- Hold at least one crew meeting on a wellness topic each year.
- Promote and support health and wellness initiatives.

SPECIAL RECOGNITION AWARD PROGRAM

The JIF safety motto is “**Safety First in All We Do,**” but safety is more than a motto. The success of the JIF safety programs depends upon the proactive approach to safety of each municipal administration, department and individual employees.

The Special Recognition Award Program is designed to recognize departments, individuals or teams that go beyond the core requirements of the Safety Incentive Program. Health and wellness activities conducted throughout the year may also qualify for special recognition awards.

Tell us about improvements that have been made to safety operations, equipment or training or what your department did to improve employee and/or public safety in your municipality. How are you changing the way you think about safety? What are you doing to encourage wellness? Examples of such noteworthy contributions could include: safety newsletters or innovative communication programs, safety awareness campaigns, process changes that help reduce accidents, outstanding individual efforts, exceptional training efforts, attainment of specialized safety related designations, having health and wellness functions, etc.

Nominations should be submitted to the Safety Director’s Office on the included form by December 31, 2018. Use additional pages if necessary. Photographs, write-ups or other documentation may be submitted, but are not required. We suggest that any nominations be discussed with your Safety Committee. Fill out a separate form for each person or department being nominated.

Nomination Form

Each Administrator, Fund Commissioner or Safety Coordinator should fill out the nomination form on the following page to nominate the department(s) or individuals who significantly contributed to safety efforts in your town.

**GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND
2018
NOMINATION FOR SPECIAL SAFETY RECOGNITION PROGRAM**

Municipality:

Name of Department(s) or Individual being nominated:

Provide description of why this Department(s) or individual is being nominated for this award. Use additional pages if necessary. Photographs, write-ups or other documentation may be submitted, but are not required.

Was this nomination discussed with the Safety Committee? If so, when?

Signature of Person submitting nomination:

Position / Title:

Printed name of person submitting nomination:

Date:

Submit this form by December 31, 2018
J. A. Montgomery Risk Control, Attn: Danielle Sanders
231 Main Street, PO Box 2017
Toms River, New Jersey 08754
E-mail dsanders@jamontgomery.com or Fax 856-552-6899