



SAFETY, CLAIMS, AND WELLNESS COORDINATORS ROUNDTABLE:

BURLINGTON COUNTY
&

GLOUCESTER, SALEM, CUMBERLAND COUNTIES
MUNICIPAL JOINT INSURANCE FUND 2022



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Introduction

Good morning and welcome to the
Burlington County
&
Gloucester, Salem, Cumberland Counties
Municipal Joint Insurance Funds
Safety, Claims, and Wellness Coordinators Roundtable

Professional Staff / Hosts

- **QUAL-LYNX**

- Chris Roselli- Account Manager
- Tammy Langsdorf - Workers Compensation Unit Supervisor
- Joe Lisciandri – Property Unit Supervisor
- Susan Mooney – Liability Unit Supervisor

Professional Staff / Hosts

- **Wellness Director**
 - Debby Schiffer - BURLCO & TRICO JIF Wellness Director

- **Safety Director's Office – J.A. Montgomery Consulting**
 - Keith Hummel – Safety Director
 - John Saville - Consultant
 - Robert Garish - Consultant
 - Liam Callahan - Consultant
 - Melissa Meccariello – Administrative Assistant

Topics of Discussion

□ **Claims-**

- Claims Reporting
- Member Reports

□ **Wellness-**

- Increased Importance of a Wellness Program
- 2022 Program Focus-” Lifestyle Changes Create Lifetime Gains”
- Impact of Comorbidities on Overall Health / Prevention
- Goals & Objectives of the New Wellness Advisory Committee

□ **Safety –**

- 2021 Member Accomplishments / 2022 SIP Highlights
- Accessing & Navigating the JIF / MEL Websites
- Safety Committee Best Practices / Mock Safety Meeting

Group Sign-In Sheets

If you attended this training as a group,
sign-in sheets must be submitted within 24 hours

For members of the MSI (Municipalities, MUAs, Housing, & Fire Dist.)

Send sign in sheet & questions to:

Melissa Meccariello

mmeccariello@jamontgomery.com

Thank you.

**We will stay online for 5 minutes if you have
questions. Raise your hand or use the Chat Tool.**

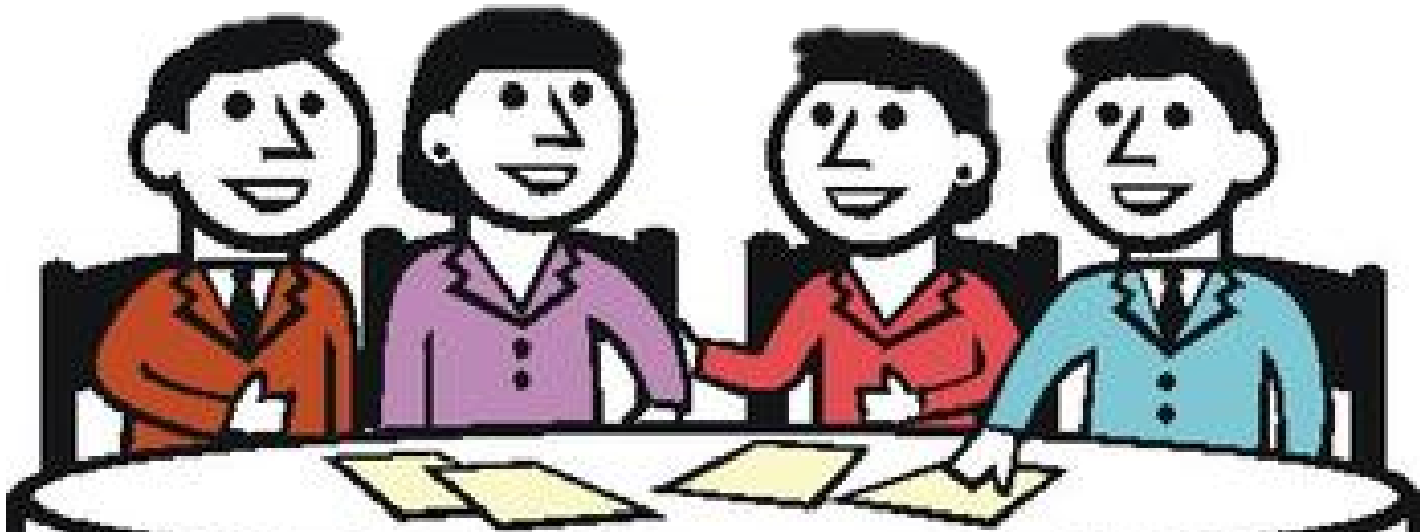
Housekeeping

- Please feel free to use the “Chat” or “Raise Hand” feature
- Please mute your microphone
- Be mindful of background noise
- Limit distractions
- If you get disconnected, please try to reconnect.
- PDF copies of the program will be made available to members



JIF CLAIMS COORDINATORS ROUNDTABLE TRAINING

Presented by:
Chris Roselli, Tammy Langsdorf,
Joe Lisciandri & Susan Mooney





Safety & Wellness Coordinators “Round Table” Discussion

**Debby Schiffer, NBHWC, MA
BURLCO & TRICO JIF Wellness Director**



Safety Coordinators Roundtable Training



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2021 Achievements

- Group Achievements
 - Utilization of a fully virtual learning environment and resources:
 - Municipal JIF Website /MEL Website
 - MSI LIVE / MSI NOW / MSI DVD
 - MEL Mobile App / Safety Director Bulletins
 - Modified work schedules/assignments
 - Communication
 - Promoting Employee Health / Wellness
- COVID-19 – Adapting / Overcoming
 - CDC / PEOSH Guidance



BASE & ENHANCED AWARDS

ALL MEMBERS QUALIFIED (2021)

CONGRATULATIONS!!



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2021 BURLCO SAFETY INCENTIVE AWARDS

Level	Small	Medium	Large	X-Large
NON-QUALIFIER	0	0	0	0
BASE QUALIFIER	\$ 1,200.00	\$ 1,500.00	\$1,700.00	\$ 1,900.00
ENHANCED QUALIFIER	\$900.00	\$900.00	\$1,000.00	\$1,100.00
MAXIMUM AWARD	\$2,100.00	\$2,400.00	\$2,700.00	\$3,000.00

2021 TRICO

SAFETY INCENTIVE AWARDS

Level	X-Small	Small	Medium	Large	X-Large
NON-QUALIFIER	0	0	0	0	0
BASE QUALIFIER	\$ 1,200.00	\$ 1,500.00	\$ 2,200.00	\$2,800.00	\$ 3,500.00
ENHANCED QUALIFIER	\$800.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
MAXIMUM AWARD	\$2,000.00	\$2,500.00	\$3,200.00	\$3,800.00	\$4,500.00

2022 Safety Incentive Program

Zero Harm Workplace

- Zero Harm: Proactive Approach with Focus on the Presence of Safety!
- Employees work together with Supervisors to Share the Power, Responsibility and Ability to Prevent Job Related Injuries and Illnesses!
- Employees work together with Supervisors to Identify and Eliminate Job Hazards and Lower the Overall Job Risk Level!
- Customize Zero Harm to what fits your Safety Culture and Climate!

2022 Safety Incentive Program

- “Top Down” and Grassroots-Led” program built upon six essential elements
 - Commitment & Accountability
 - Controlling Hazards
 - Continuing Education & Training
 - Communication
 - Coaching
 - Claims Management

2022 Safety Incentive Program

- 2022 Safety Incentive Program
 - Creates a blueprint for success
 - Based on Best Practices and Suggestions
 - Change the Way We think about Safety
 - Health and Wellness
 - Safety Work practices
 - Employee morale
 - Claims management
 - Our goal is to help every member succeed

How the Program Works

- The program will consist of both a Base and Enhanced Program.
 - The Base Program must be completed to participate in the Enhanced Program
 - JIF Consultants are required to review program records
 - Safety Coordinators are encouraged to maintain these program records in a centrally located file
 - Safety Committee Meeting Minutes, Hazard Inspections, Training Records, Job Safety Observations & Other documentation
 - Complete the “Self Assessment Form” by November 30, 2022
 - Members will qualify or not qualify (Pass or Fail)

Required Elements

- Required elements to qualify for the **BASE PROGRAM** Award
 1. Members will hold, at a minimum, quarterly Safety Committee meetings. Include representation from all departments.
 2. Submit your Safety Committee schedule by February 18, 2022
 3. Sign and return the 2022 Safety Contract by March 31, 2022
 4. Send a delegate to the Safety Kickoff Breakfast (**Cancelled**)
 5. Send a delegate to at least one half-day session of the JIF Annual Planning Retreat
 6. Show significant participation and commitment in all “Best Practices” which are listed within the Safety Incentive Program

Required Elements

- Required elements to qualify for **ENHANCED PROGRAM** Award
 1. Complete a minimum of (12) Toolbox/ Safety Talks throughout the year
 2. Complete a minimum of (6) Safety/Facility Checklists in each of the applicable Departments/Amenities within a calendar year:
 - Administrative / Police Department
 - Fire / EMS Departments
 - Public Works Department
 - Parks/Playgrounds/Skate Park/Boardwalk/Unique Exposures
 3. Complete a minimum amount of required Job Safety Observations (JSO's) based on member size in a calendar year

Optional Safety Incentive Awards

- To qualify for the Optional Safety Incentive awards, members must first qualify for the Base Safety Incentive Program's mandatory elements
 - 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 Training that apply to the member town
 - Attend the entire Annual Planning Retreat
- Members will either qualify or not qualify (Pass or Fail) for each category
- Please review the SIP for additional details

Optional Safety Incentive Awards

OPTIONAL SAFETY INCENTIVE AWARDS

Level	Small	Medium	Large	X-Large
Fund Commissioner Participation 75% combined attendance of all meetings, with 50% by FC	\$250.00	\$250.00	\$250.00	\$250.00
Member of Sub-Committee with minimum 50% attendance	\$250.00	\$250.00	\$250.00	\$250.00
Attend all Regional Trainings	\$250.00	\$250.00	\$250.00	\$250.00
Attend entire Annual Retreat	\$250.00	\$250.00	\$250.00	\$250.00

2022 Regional Training

- **Regional Training Programs:**
 - **Safety / Claims / Wellness Coordinator Roundtable**
 - April 5, 2022 @ 9 AM - Virtual
 - **Implicit Bias**
 - May 18, 2022 @ 9AM – Virtual
 - May 25, 2022 @ 9AM & 1PM - Virtual
 - **Lifeguard Symposium**
 - June 28, 2022 @ 9 AM – Ocean City Library
 - **PEOSH Visit –What to Expect / Role of the RTK Coordinator**
 - October 4, 2022 @ 9 AM – Virtual
 - October 6, 2022 @ 1 PM – Virtual

2022 Loss Control Surveys

- In-person or via ZOOM –
 - Renewal Surveys
 - Job Safety Observations
 - Review of the Safety Incentive Program
 - Provide assistance to the Safety Committee
 - Facility Safety Consults
 - Playground Inspections / Skateboard Parks
 - Review Outstanding Suggestions for Improvement
 - Law Enforcement Consults
 - Unique Exposures

JIF Website – Safety Tab



JIF Website – Safety Tab

- Annual Safety Incentive Program
- Supervisor Investigation Report
 - PDF / Mobile Versions
- Training
- Toolbox Talks / Shift Briefings
- Programs / Policies / PEOSH
- Safety Checklist
- JSO Templates
- Safety Bulletins
- Suggestions for Improvement

MEL Website – Safety Resources



MEL Website – Safety Resources





Safety Committee Best Practices



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Elements of a Safety Program

- Support from upper management
- Regulatory written programs
- Facility inspections
- Safety training
- Job Safety Observations (JSO)
- Accident/injury investigations
- Safety Committees

Purposes of a Safety Committee

Promote a culture of continual safety improvement with the ultimate goal of reducing employee injuries and fostering organizational success

- Act as clearinghouse for safety activities
- Facilitate dialogue between departments
- Promote employee involvement in safety programs

Types of Safety Committees

Independent, stand-alone committees

Specific part of department head meetings

Clearinghouse of department meetings

Accident review committees

Compositions of Safety Committees

Leaders of departments

Rank & file representatives of departments

Combination of managers & workers

**Decision makers must be present for
committee to be effective!**

Committee Roles

Chairperson



Secretary

Claims

Coordinator

Department Representatives

Chairperson

- Arrange meeting place
 - Notify members of meetings
- Set the agenda
 - Make assignments for the meeting
 - Review minutes and materials
 - Conduct meetings efficiently

Consider rotating the role of Chairperson

Secretary

The right-hand of the Chairperson

- Prepare and distribute minutes
- Record action plans
- Report on the status of action items

Claims Coordinator

Alternatively, may be done by
department representative

- Present loss information
 - Keep information confidential
 - Don't share medical information
 - Review incident reports
- Identify JIF & member trends
- Record action plans

Planning Meetings

- Develop Agenda
- Send reminder & agenda about 1 week prior
 - Consistent in form & format
 - But provides for current items
 - Minutes of last meeting
- Start the meeting on time

Typical Agenda Items

- Approve last meeting's minutes
- Reports from each department
 - Facility inspections
 - Job Site Observations
 - Employee suggestions
- Follow-up on past action items
- Upcoming safety activities / training
- Accident / Injury Investigations

Agenda Tips

- Make it clear why the item is on the Agenda
 - a) Information only
 - b) Seeking input from the Committee on a topic
 - c) Need a decision from the Committee at the meeting
- Identify WHO will handle the item during the meeting
- For Input & Decision items, phrase the Agenda item as a question to be answered.

After the Meeting

- Prepare and review minutes
 - Distribute minutes within 48 hours
 - Or at least action items
- Communicate successes, progress & challenges throughout organization
 - Upper management
 - Workforce

Summary

- Meet on a regularly scheduled basis
- Respect everyone's time and input
- A better Agenda will make for a better meeting
- Celebrate success at every opportunity
- Continue your learning

Mock Safety Committee Meeting

- Mock Safety Committee Meeting

Closing

- Thank you for participating in today's Virtual Safety, Claims, and Wellness Coordinators Roundtable Training Program!
- If you have any questions, please contact your Risk Control Consultant for assistance or any of the professionals on today's training.
- A follow-up survey will be sent to all participants via email.
- Stay Safe & Stay Well