

CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND

2014 SAFETY MANAGEMENT PROGRAM



February 20, 2014

CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND 2014 SAFETY MANAGEMENT PROGRAM

CONTINUING TO CHANGE THE WAY WE THINK ABOUT SAFETY

As we continue to “*Change the Way We Think about Safety*” in 2014 we recognize that health and wellness plays a major role in safe work practices, employee morale and claims management. The 2014 Safety Incentive Program builds on our efforts to promote a safety and wellness culture among the workforce. We remind all members that the key to an effective safety program starts with the Safety Committee. To change behaviors and promote workplace safety and wellness, we need to have both a “Top Down” and “Grassroots Led” program. Our model is based on the four values of Trust, Care, Knowledge and Communication.

WHAT’S NEW FOR 2014

- * Sign and submit the 2014 Safety Contract by April 15, 2014.
- * Wellness suggestions have been incorporated within the program’s the “6 C’s”

PROGRAM ELEMENTS

- * Best practices are outlined in the Safety Management Program. All SIP elements are scored equally and full participation requires significant demonstration of commitment in all aspects of the program for all departments, to qualify for a Safety Incentive Award.
- * Safety Coordinators are requested to keep your program documentation (Safety Committee Minutes, hazard inspections, training records, job site observations, etc.) in a central location so it is available for review by the JIF Safety Consultant during on-site visits.
- * During on-site record checks, all elements of the program will be reviewed. Your Safety Consultants will work with members to secure a commitment of participation for any areas that are deficient.
- * Mandatory elements of the program include the following: appointment of a safety coordinator, sign and submit annual safety contract, hold safety committee meetings, participate in regional training (at least 50% of applicable topics) conduct hazard inspections and job site observations.
- * Members will either qualify or not qualify (Pass or Fail) for a Safety Incentive Award. The program runs on a calendar yearly basis from March 31st to March 31st and we will make every effort to review members at least once during the first and second halves of the year.

Camden County Municipal Joint Insurance Fund

SIZE CATEGORIES

2014 Safety Management Program Size Categories

AUDUBON	M	HI-NELLA	S
AUDUBON PARK	S	LAUREL SPRINGS	S
BARRINGTON	M	LAWNSIDE	M
BELLMAWR	L	LINDENWOLD	*M
BERLIN BOROUGH	*M	MAGNOLIA	M
BERLIN TOWNSHIP	*M	MEDFORD LAKES	M
BROOKLAWN	M	MERCHANTVILLE	M
CAMDEN PARKING AUTHORITY	M	MOUNT EPHRAIM	M
CHERRY HILL	L	OAKLYN	M
CHERRY HILL FIRE DISTRICT	L	PINE HILL	M
CHESILHURST	S	PINE VALLEY	S
CLEMENTON	M	RUNNEMEDE	*M
COLLINGSWOOD	L	SOMERDALE	M
GIBBSBORO	S	TAVISTOCK	S
GLOUCESTER	L	VOORHEES	L
HADDON	L	WINSLOW	L
HADDONFIELD	L	WOODLYNNE	S
* Means change in size category			

Small
35 or fewer employees

Medium
36 – 50 employees

Large
More than 50 employees

Safety Management Monetary Awards

LEVEL	SMALL	MEDIUM	LARGE
QUALIFIER	\$900	\$900	\$1000
NON QUALIFIER	\$ 0	\$ 0	\$ 0

2014 SAFETY CONTRACT CAMDEN COUNTY 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 will 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.

Our Safety Coordinator is: _____
(Name and Title)

1. We have established a Safety Committee for our community and we will meet at least four times per year. Include meeting dates on attached page and use additional pages if necessary.
2. We "Put Safety on Our Agenda," by including safety and risk management topics on the Governing Body's agenda on a regular basis.
3. We participate in regional and regulatory training programs.
4. We conduct periodic hazard inspection surveys and regular Job Site Observations.
5. We encourage supervisors and crew leaders to make a "daily safety contact" with employees
6. We manage our claims reporting all claims in a timely manner, offering transitional duty and investigating incidents and near misses.
7. We actively promote and support health and wellness activities.

The following departments will participate in the Safety Management Program:

Department	Department Head Signature	Date
Police / Public Safety		
Fire / Rescue		
EMS		
Administration		
Public Works		
Utilities		
Other:		

Safety Committee Meeting Dates (use additional page if needed)

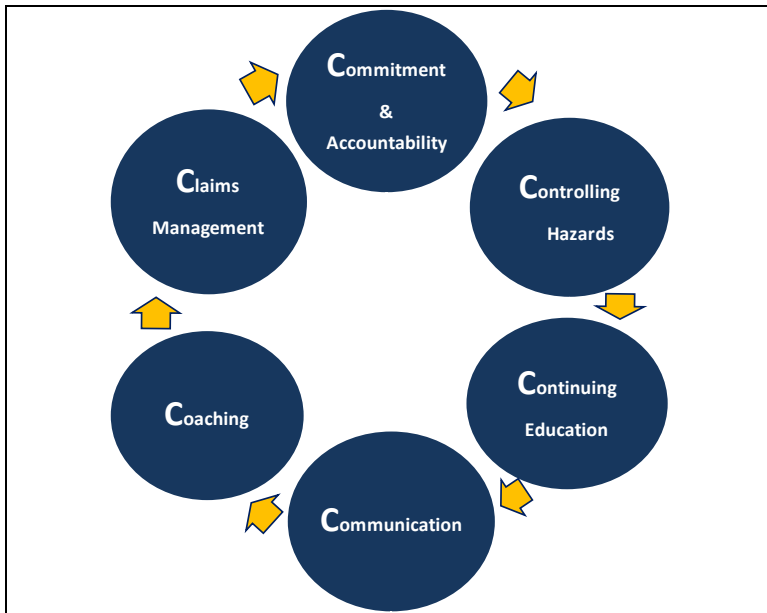
Meeting #1 Date: _____	Meeting #2 Date: _____	Meeting #3 Date: _____	Meeting #4 Date: _____
Meeting #____ Date: _____	Meeting #____ Date: _____	Meeting #____ Date: _____	Meeting #____ Date: _____

(Please include meeting location and time)

_____	_____
(Mayor)	Date
_____	_____
(Administrator/Clerk/Manager)	Date

To participate in the Safety Incentive Program please sign and return the completed Safety Contract to the Safety Director.

Submit this form by April 15, 2014
J. A. Montgomery Risk Control, Attn: Melissa Wade
40 Lake Center Exec Park – 401 Rt 73 North, Suite 300
PO Box 177
Marlton, NJ 08053
E-mail mwade@jamontgomery.com



Changing the Way We Think About Safety

Commitment & Accountability	Controlling Hazards	Continuing Education	Communication	Coaching	Claims Management
Sign & Submit Safety Contract	Housekeeping says we care about safety	Training administrator appointed	Daily Crew meetings	Remind one another to work safely	Prompt reporting
Management sets the tone	Premises & Playground Inspections	New employee orientation	Tool box meetings and DVDs	Job Site observations	Transitional duty policy
Supervisors held accountable	Roadway, Sign & Walkway program	Learning Management Plan in place	Safety committee meetings	Constructive Feedback	Investigate incidents and near misses
Managers knowledgeable about their accident rate	Suggestions addressed promptly	Regulatory training	Wellness on your Safety Committee agenda	Encourage stretching & good nutrition	Safety mistakes opportunity for improvement
Commitment to wellness		Supervisory Training	Safety communication center		
Safety on your agenda		Regional training	No tolerance for Harassment		

Trust - Care – Knowledge - Communication

<p align="center">“CHANGING THE CULTURE” BEST PRACTICES:</p>	<p align="center">Significant Demonstration of Commitment</p>
<p>1. COMMITMENT AND ACCOUNTABILITY</p> <ul style="list-style-type: none"> a. We have signed and submitted our 2014 safety contract b. All employees live up to the commitment statement: stop and correct any at risk behaviors, follow safety rules, keep knowledge and skills to perform your job safely. c. Management sets the tone by endorsing, implementing and visibly supporting our commitment to safety & wellness d. Supervisors promote safety and participate in training e. We include safety and risk management topics on the governing body agenda on a regular basis. f. We fully utilize our SIP award and optional safety budgets g. Management is knowledgeable about claims frequency and lost time accident rate and addresses safety issues promptly. 	<p>Have you signed and sent in your safety contract by 4/15/2014?</p> <p>Do you have “Safety” on the Council agenda?</p> <p>Is management knowledgeable about claims / LTAF rate?</p>
<p>2. CONTROLLING HAZARDS</p> <ul style="list-style-type: none"> a. When you walk into our buildings, shops and worksites you can tell we care about safety by the housekeeping and attention to safety b. We routinely inspect all playgrounds, walkways, and public areas for safety concerns and take corrective action in a timely manner. Written records are maintained. . c. We have a ‘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. d. We complete all outstanding Suggestions for Improvement in a timely manner. There are no “Important” SFIs that are more than two years old and no outstanding “Urgent” SFIs that have not been addressed. e. We have a written fleet safety program and we check motor vehicle records for drivers annually. f. We encourage stretching as part of our daily routines g. We review written regulatory programs, HazCom, Exposure Control, Lock-Out, Tag-Out and Confined space) annually. 	<p>Are you doing regular safety Inspections?</p> <p>Roadway, Sign & Walkway program?</p> <p>Prompt action on Suggestions for Improvement?</p> <p>Fleet safety program and annual MVR checks?</p> <p>Encourage stretching as part of daily routine?</p> <p>Review Sample Policies on disc provided at safety breakfast</p>
<p>3. CONTINUING EDUCATION AND TRAINING</p> <ul style="list-style-type: none"> a. We have assigned an MSI Training administrator. We have a system in place to define the skills & and knowledge needed to perform work safely. Safety training is up to date b. New hires receive safety orientation within their first month of work c. We take part in regulatory training & meet PEOSH requirements. d. We participate in Regional Safety training workshops. e. Managers and supervisors participate in leadership training f. We borrow safety & wellness videos from the MEL Video Library g. We hold at least one crew meeting or “lunch & learn” on a wellness related topic each year 	<p>Using the MSI Learning Management System?</p> <p>Are you signed up for classes?</p> <p>Other training commitments?</p>

<p>4. COMMUNICATIONS</p> <ul style="list-style-type: none"> a. Our supervisors and crew leaders talk with their associates daily. We start every job / workday with a pre-shift briefing to review hazards associated with the job, work procedures, special precautions and PPE. b. We use tool box meetings and safety videos routinely to raise awareness and alert workers about concerns. c. We hold regular Safety Committee meetings (at least 4-6 times per year) and encourage full participation by all members. Committees keep written agendas and minutes. We include wellness on the committee agenda. d. We have a safety & wellness communication center and keep it current. MEL Safety Director Bulletins are posted. e. Safety Coordinators participate in Networking conference calls f. We have no tolerance for harassment and communicate this message clearly. There is a procedure to report harassment. 	<p>Tool box meetings?</p> <p>Is your safety committee meeting at least 4-6 times per year?</p> <p>Do you have wellness on your safety committee agenda?</p> <p>Are you using on-line training?</p>
<p>5. COACHING</p> <ul style="list-style-type: none"> a. We conduct job site observations to identify at-risk behaviors and conditions by observing employees and giving immediate feedback ; we include ergonomic & proper body mechanics in the observations b. People are encouraged to remind one another to work safely. c. Supervisors routinely complete or update Job Hazard Assessments and review with their crew members. d. Supervisors attend MSI classes <u>with</u> their employees to share experience and elaborate on local program specifics. 	<p>Are you doing at least one Job Site Observations per department each month?</p> <p>Do you share job site observations with your safety committee?</p>
<p>6. CLAIMS MANAGEMENT</p> <ul style="list-style-type: none"> a. We report all claims in a timely manner (within 3 days of incident). b. We have a transitional duty program. c. We investigate incidents and “near misses” to uncover responsible conditions and find ways to reduce future occurrences and use the “Supervisors Incident Investigation form,” (available on line) d. We review incident investigations at safety committee meetings and talk about safety mistakes as opportunities to learn rather than to find fault or fix blame. e. We share our claims summary/performance with governing body at least annually f. We maintain RSW logs, inspection records, audits and equipment inventories for all playgrounds that we manage 	<p>Are you reporting claims promptly?</p> <p>Are you using the Supervisor’s Investigation Form? (on-line report form coming soon)</p> <p>Do you offer transitional duty?</p> <p>Are you investigating and reviewing all incidents?</p>
<p>7. Health & Wellness (Optional)</p> <ul style="list-style-type: none"> a. We actively promote and support health and wellness activities and communicate this to the workforce. 	<p>What will you do to promote health & wellness this year?</p>

**2014 CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
Safety Incentive Program
On Site SIP Program Review
Completed by JIF Safety Consultant**

Member:

Demonstration of "Significant Commitment" present ____ Yes ___ No

Describe activity in the following categories.

Commitment & Accountability:

Controlling Hazards:

Continuing Education & Training

Communications

Coaching

Claims Management

Health & Wellness

Comment on other program elements:

Safety Consultant Signature

Management Representative Signature

Date of Review: _____

**Note to reviewer: Leave copy with management representative;
Include copy with report confirmation.**

Camden Joint Insurance Fund Written Regulatory Program Checklist

Member: _____

Date: _____

Use this form to list policies in place**

Policy	Status	Date Adopted	Last Update	Training Required
Blood Borne Pathogens				Yes
Emergency Action Plan				Yes
Indoor Air Quality				Yes *
Confined Space Entry				Yes
Lockout/Tag Out				Yes
Hazard Communication RTK				Yes *
PPE Hazard Assessment/Policy				Yes
Respiratory Protection				Yes
Hearing Conservation				Yes
OSHA 300/300A				No
Additional Programs		Regulatory	Non Regulatory	

* Requires Designated Person

** Policies will be reviewed during on site review process

Additional Comments: _____

Department Safety summary Report

See Appendix for Form

Include summary for each Department with submissions to Safety Coordinator, at least quarterly.

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SPECIAL SAFETY 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 enclosed form by December 31, 2014. 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.

**CAMDEN COUNTY MUNICIPAL JOINT INSURANCE FUND
2014
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, 2014
J. A. Montgomery Risk Control, Attn: Melissa Wade
40 Lake Center Exec Park – 401 Rt. 73 North, Suite 300
PO Box 177
Marlton, NJ 08053
E-mail mwade@jamontgomery.com
FAX: 856-552-6851**