ATLANTIC COUNTY
MUNICIPAL JOINT INSURANCE FUND

2015 SAFETY INCENTIVE PROGRAM

January 1, 2015
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INTRODUCTION

The 2015 Safety Incentive Program provides members of the Atlantic County Municipal Joint Insurance Fund with a blueprint for success with their safety programs. Best practices and suggestions are provided. 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 the Safety Committee. Our program is based on the “6 C’s” - Building 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 on-line 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.

<table>
<thead>
<tr>
<th>Timothy Sheehan</th>
<th>Louis Carey, Consultant</th>
<th>Don Ruprecht, Consultant</th>
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<tbody>
<tr>
<td><a href="mailto:tsheehan@jamontgomery.com">tsheehan@jamontgomery.com</a></td>
<td><a href="mailto:lcarey@jamontgomery.com">lcarey@jamontgomery.com</a></td>
<td><a href="mailto:druprecht@jamontgomery.com">druprecht@jamontgomery.com</a></td>
</tr>
<tr>
<td>Cell: 609-352-6378</td>
<td>Cell: 856-905-2950</td>
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<table>
<thead>
<tr>
<th>Karen La Sala, Executive Assistant</th>
<th>Joanne Hall, Safety Director</th>
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<tbody>
<tr>
<td><a href="mailto:klasala@jamontgomery.com">klasala@jamontgomery.com</a></td>
<td><a href="mailto:jhall@jamontgomery.com">jhall@jamontgomery.com</a></td>
</tr>
<tr>
<td>Fax: 856-830-1496</td>
<td>Cell: 908-278-2792</td>
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WHAT’S NEW FOR 2015 – REQUIRED ELEMENTS TO QUALIFY FOR AWARDS

To qualify for awards, full participation requires significant demonstration of commitment in all aspects of the program. There are three “required elements” of the program:

1. Sign and return the Safety Contract. Requested by January 31, 2015 (so we can schedule attendance at Safety Committee meetings). FINAL DUE DATE for return to Safety Director by 3/31/2015
2. Send delegate to the Safety Kick off Breakfast and Safety Coordinator Roundtable on February 19, 2015 at Merighi’s in Vineland
3. Send a delegate to at least one half-day session of the Annual Planning Retreat – date to be announced.

HOW THE PROGRAM WORKS

- Safety Coordinators are requested to keep your program documentation (Safety Committee Minutes, hazard inspections, training records, job site observations, etc.) in a central location available for review by the JIF Safety Consultant during on-site record checks.
- During on-site record checks, all elements of the program will be reviewed. Safety Consultants work with members to secure a commitment of participation for any areas that are incomplete.
- Follow the “Safety To Do List.”
- 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, 2015.
- Wellness suggestions have been incorporated into the program.
### 2015 SAFETY INCENTIVE PROGRAM SIZE CATEGORIES

<table>
<thead>
<tr>
<th>XS</th>
<th>Absecon</th>
<th>L</th>
<th>Middle Township</th>
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<tr>
<td>M</td>
<td>Avalon</td>
<td>XL</td>
<td>Millville</td>
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<tr>
<td>L</td>
<td>Brigantine</td>
<td>S</td>
<td>Mullica</td>
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<tr>
<td>S</td>
<td>Buena</td>
<td>XS</td>
<td>Newfield</td>
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<tr>
<td>L</td>
<td>Cape May City</td>
<td>L</td>
<td>North Wildwood</td>
</tr>
<tr>
<td>XS</td>
<td>Cape May Point</td>
<td>M</td>
<td>Northfield</td>
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<tr>
<td>XS</td>
<td>Commercial</td>
<td>XL</td>
<td>Ocean City</td>
</tr>
<tr>
<td>XS</td>
<td>Corbin City</td>
<td>XL</td>
<td>Pleasantville</td>
</tr>
<tr>
<td>XS</td>
<td>Deerfield</td>
<td>L</td>
<td>Sea Isle City</td>
</tr>
<tr>
<td>S</td>
<td>Dennis</td>
<td>M</td>
<td>Somers Point</td>
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<tr>
<td>XS</td>
<td>Downe</td>
<td>M</td>
<td>Stone Harbor</td>
</tr>
<tr>
<td>XL</td>
<td>Egg Harbor Township</td>
<td>S</td>
<td>Upper Deerfield</td>
</tr>
<tr>
<td>XS</td>
<td>Estell Manor</td>
<td>M</td>
<td>Upper Twp.</td>
</tr>
<tr>
<td>XS</td>
<td>Folsom</td>
<td>L</td>
<td>Ventnor</td>
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<tr>
<td>L</td>
<td>Galloway</td>
<td>M</td>
<td>Waterford</td>
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<tr>
<td>L</td>
<td>Hamilton</td>
<td>XS</td>
<td>West Cape May</td>
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<tr>
<td>M</td>
<td>Linwood</td>
<td>XS</td>
<td>West Wildwood</td>
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<tr>
<td>S</td>
<td>Longport</td>
<td>XS</td>
<td>Weymouth</td>
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<tr>
<td>L</td>
<td>Lower</td>
<td>XL</td>
<td>Wildwood</td>
</tr>
<tr>
<td>L</td>
<td>Margate</td>
<td>M</td>
<td>Wildwood Crest</td>
</tr>
<tr>
<td>XS</td>
<td>Woodbine</td>
<td>XS</td>
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**XS** – Extra Small  **S**-Small  **M**- Medium  **L**-Large  **XL** – Extra Large

### SAFETY INCENTIVE AWARDS

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<thead>
<tr>
<th>Level</th>
<th>X-Small</th>
<th>Small</th>
<th>Medium</th>
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<td>$1,500</td>
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Atlantic County Municipal Joint Insurance Fund

5
2015 SAFETY CONTRACT
ATLANTIC 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 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 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 Site 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:

<table>
<thead>
<tr>
<th>Department</th>
<th>Department Head Signature</th>
<th>Date</th>
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<tbody>
<tr>
<td>Public Works</td>
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<tr>
<td>Building &amp; Facilities Maintenance</td>
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<td>Police</td>
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<td>Fire</td>
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<td>EMS</td>
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<tr>
<td>Utility / Water &amp; Sewer</td>
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<td>Parks &amp; Recreation</td>
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<tr>
<td>Administrative</td>
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<td>OEM</td>
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<td></td>
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<tr>
<td>Beach Patrol / Lifeguards</td>
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<tr>
<td>Safety Coordinator</td>
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**Safety Committee Meetings Dates** Please include meeting location, date and time.

To participate in the Safety Incentive Program please sign and return the completed Safety Contract to the Safety Director by January 31, 2015 to:

J. A. Montgomery Risk Control, Attn: Karen La Sala
231 Main Street, PO Box 2017
Toms River, New Jersey 08754
E-mail klasala@jamontgomery.com or Fax 856-830-1496
SAFETY BEST PRACTICES

1. COMMITMENT AND ACCOUNTABILITY
   - Set the tone - Management support to safety & wellness
   - Put Safety on governing body agenda at least once a year.
   - Use SIP award and optional safety budgets
   - Be knowledgeable about claims frequency, LTAF 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.
   - Focus on good housekeeping
   - 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 Site 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. No "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 MSI Training Administrator.
   - Make sure safety training is up to date.
   - New hires should receive safety orientation within their first month of work.
   - Attend at least one half day session of the Planning Retreat
   - Participate in Regional Safety training workshops.
   - Use the safety & wellness videos from the MEL Media Library
### 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 & wellness communication center and keep it current.
- Post and review Safety Director Bulletins

### 5. COACHING
- Conduct job site observations to identify at-risk behaviors and conditions by observing employees and giving immediate feedback; Include ergonomic & 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 RSW 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 activities.
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 enclosed form by December 31, 2015. 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.
# ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND
## 2015
### NOMINATION FOR SPECIAL SAFETY RECOGNITION PROGRAM

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<tr>
<th>Municipality:</th>
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<table>
<thead>
<tr>
<th>Name of Department(s) or Individual being nominated:</th>
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<tr>
<th>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.</th>
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<th>Was this nomination discussed with the Safety Committee? If so, when?</th>
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<tr>
<th>Signature of Person submitting nomination:</th>
<th>Position / Title:</th>
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<tr>
<th>Printed name of person submitting nomination:</th>
<th>Date:</th>
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Submit this form by December 31, 2015  
J. A. Montgomery Risk Control, Attn: Karen La Sala  
231 Main Street, PO Box 2017  
Toms River, New Jersey 08754  
E-mail klasala@jamontgomery.com or Fax 856-830-1496
SUPERVISOR'S INCIDENT REPORT INSTRUCTIONS

See attached form for report.

Instructions for Supervisors

- The Supervisor’s Incident Investigation Report must be completed in addition to the First Report of Injury.
- Claims Coordinators should continue to report claims as previously instructed.
- The purpose of the Supervisor’s Incident Investigation Report is to identify causes and prevent future occurrences: **FACT FINDING, NOT FAULT FINDING.**
- On-Line “fillable” version of Incident Investigation Report is available on the JIF website.
- The Supervisor Incident Investigation Report is used to investigate Workers’ Compensation, Property, Automobile, and General Liability Incidents.

When an Accident Occurs

- Render any necessary medical assistance.
- Take steps to secure the site.
- Notify law enforcement if motor vehicle is involved.
- Use the Incident Investigation form as a guide to identify ways to prevent future occurrences.
- Take photos and preserve equipment involved in the accident.

Report Distribution:

Supervisor – Send completed report to Claims Coordinator.

Claims Coordinator – Send completed Supervisor Incident Report to:

- Qual-Lynx – dbott@qual-lynx.com or fax, 609-601-3196
- J. A. Montgomery Risk Control. If using the fillable form, *submit* to your respective JIF mailbox. If unable to access the form, you can fax to Karen La Sala at 856-830-1496.

   Atlantic JIF – atlanticjif@jamontgomery.com

   BURLCO JIF – burlcojif@jamontgomery.com

   TRICOJIF – tricojif@jamontgomery.com

- Your Municipal Safety Coordinator
- If photos are available, please include them.