ATLANTIC COUNTY
MUNICIPAL JOINT INSURANCE FUND

2020 SAFETY INCENTIVE PROGRAM

January 1, 2020
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INTRODUCTION

The 2020 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 through your consultant and within this document. As we continue to “Change the Way We Think about Safety,” we acknowledge that health and wellness initiatives play a 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, Toolbox 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>Name</th>
<th>Title</th>
<th>Email</th>
<th>Office</th>
<th>Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keith Hummel</td>
<td>Associate Public Sector Director</td>
<td><a href="mailto:khummel@jamontgomery.com">khummel@jamontgomery.com</a></td>
<td>856-552-6862</td>
<td>609-352-6378</td>
</tr>
<tr>
<td>Danielle Sanders</td>
<td>Administrative Assistant</td>
<td><a href="mailto:dsanders@jamontgomery.com">dsanders@jamontgomery.com</a></td>
<td>856-552-6898</td>
<td>856-552-6899</td>
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<tr>
<td>Robert Holwitt</td>
<td>Consultant</td>
<td><a href="mailto:rholwitt@jamontgomery.com">rholwitt@jamontgomery.com</a></td>
<td>856-552-4624</td>
<td>856-628-5705</td>
</tr>
<tr>
<td>Robert Garish</td>
<td>Consultant</td>
<td><a href="mailto:rgarish@jamontgomery.com">rgarish@jamontgomery.com</a></td>
<td>856-552-4650</td>
<td>609-947-9719</td>
</tr>
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</table>
HOW THE PROGRAM WORKS

- The program will consist of both a Base and Enhanced Program. The Base Program must be completed in order to participate in the Enhanced Program.
- 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.
- Members will complete the “Self-Assessment” form by November 1, 2020. The Self-Assessment form will be utilized by the Safety Director’s Office to review the member’s activities and participation in the Safety Incentive Program. (See page 10)
- Members will either qualify or not qualify (Pass or Fail) for both the Base and Enhanced Safety Incentive Awards. The program runs on a calendar year basis.
- Wellness suggestions have been incorporated into the program.

### 2020 SAFETY INCENTIVE PROGRAM SIZE CATEGORIES

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<thead>
<tr>
<th>M</th>
<th>Absecon</th>
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<tr>
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<td>Avalon</td>
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<td>Woodbine</td>
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XS – Extra Small   S-Small   M- Medium   L-Large   XL – Extra Large
REQUIRED ELEMENTS TO QUALIFY FOR BASE PROGRAM AWARD

1. Submit your Safety Committee schedule by January 31, 2020
2. Sign and return the 2020 Safety Contract by March 31, 2020
4. Send a delegate to at least one half-day session of the JIF Annual Planning Retreat (TBD).
5. Show significant participation and commitment in all best practices listed on pages 8 and 9
6. Members will hold at a minimum, quarterly Safety Committee meetings.
7. Members will attend all applicable Regional Training events.
8. Members will complete the S:ERVE(Police, Fire & EMS) / Attention & Distracted Driving (All other municipal drivers) online training for employees who operate municipal vehicles by November 1, 2020. Participation will be verified by the Safety Director’s Office (see page 11 for instructions).

REQUIRED ELEMENTS TO QUALIFY FOR ENHANCED PROGRAM AWARD

To qualify for the Enhanced Program Award, members must first qualify for the Base Award and then meet all of the following additional criteria:

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 following applicable Departments/Amenities within a calendar year.
   a. Administrative / Police Department
   b. Fire / EMS Departments
   c. Public Works Department
   d. 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.

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SAFETY INCENTIVE AWARDS

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2020 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 “Put Safety and Wellness” on the Council Agenda at least once a year.

We understand the Safety Best Practices and will continue to promote all elements.

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

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 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 actively promote and support Health and Wellness activities.

**Accepted by:**

____________________________________  __________________
(Mayor) Date

__________________________________  __________________
(Administrator/Clerk/Manager) Date
The following departments participate in the Safety Incentive Program:

<table>
<thead>
<tr>
<th>Department</th>
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<td>Public Works</td>
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<td>Building &amp; Facilities Maintenance</td>
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<td>Police</td>
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<td>EMS</td>
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<td>Utility / Water &amp; Sewer</td>
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<td>Parks &amp; Recreation</td>
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<td>OEM</td>
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<tr>
<td>Beach Patrol / Lifeguards</td>
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<tr>
<td>Safety Coordinator</td>
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2020 Safety Committee Meetings Dates:
(Please include meeting location, date and time. Return by 1/31/20)

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<thead>
<tr>
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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, 2020, 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 732-393-8034
SAFETY BEST PRACTICES

1. COMMITMENT AND ACCOUNTABILITY
   - Understand the Atlantic JIF Loss Control Policy
   - Understand the Roles and Responsibilities of the Safety Coordinator.
   - Put “Safety and Wellness” on the governing body agenda at least once a year.
   - Management sets the tone - support to safety and wellness efforts

   *Remember to utilize the Atlantic JIF Website for all resources (www.acmjif.org)

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
     - LockOut / TagOut
     - 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.
   - Attend applicable Regional Training workshops.
   - Make use of the safety and wellness videos from the MEL Media Library
   - Utilize MEL Safety Institute, JIF Website, MEL Website, S:ERVE, PoliceOne, Distracted Driving resources
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 per year-quarterly) 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
- Utilize MEL Mobile App
- Promote the concept of “Zero Harm” in everyday activity

5. COACHING
- Conduct Job Safety Observations to identify at-risk behaviors and conditions by observing employees and giving immediate feedback; Include ergonomics 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 three (3) days of the incident).
- Implement a Transitional Duty Program.
- Investigate incidents and “near misses” to uncover responsible conditions. Complete and submit the “Supervisors Incident Report” form on All Claims.
- Review incident reports at Safety Meetings. Fact-Finding vs. Fault Finding. 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
- Keep Wellness on the Safety Agenda.
- Create/Adopt a Wellness Policy
- Promote / Encourage Wellness activities throughout all departments.
- Make Wellness and ongoing process throughout the year.
ENHANCED SAFETY PROGRAM - MEMBER SELF-ASSESSMENT FORM
Completed and Returned to the Safety Director by November 1, 2020

a. Complete a minimum of 12 Toolbox Safety Talks throughout the year member wide

Date and Topic: __________________________  Date and Topic: __________________________
Date and Topic: __________________________  Date and Topic: __________________________
Date and Topic: __________________________  Date and Topic: __________________________
Date and Topic: __________________________  Date and Topic: __________________________
Date and Topic: __________________________  Date and Topic: __________________________
Date and Topic: __________________________  Date and Topic: __________________________

b. Complete a minimum of 6 Facility Checklists in each of the following applicable Departments/Amenities throughout the year, i.e., every other month.

1. Administrative / Police Department: #Year to Date
2. Fire / EMS Departments: #Year to Date
3. Public Works Department: #Year to Date
4. Parks/Playgrounds/Skate Park/Boardwalk/Unique Exposures: #Year to Date

c. Complete a minimum amount of Job Safety Observations (JSO's) based on member size in a calendar year.

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Date and Department: __________________________  Date and Department: __________________________

Reminder: Members can include Beach Patrol, EMS and Fire Department incident critiques, Police Department body and/or patrol car camera reviews, Parks and Recreation as well as Public Works

I have verified that the above information is truthful and correct to the best of my knowledge

Signature __________________________  Date ____________  Title __________________________
Simulation-based training focused on code three intersection negotiation.

Created for first responders to refresh perishable driving skills.

Refresh techniques, concepts, rules and procedural skills that help keep first responders and the public safe in emergency response situations.

ENROLL: Contact us self-enrollment instructions or to schedule a demo at Map@safetynational.com or 888-995-5300

5 – 30-min Lessons:
1. Intersection Approach
2. Intersection Assessment
3. Clearing the Intersection – Basic
4. Clearing the Intersection – Advanced
5. Intersection Departure
Simulation-based training focused on limited driving distractions including cell phone use.

Refresh techniques, concepts, rules and procedural skills that help keep drivers safe.

ENROLL: Contact us for self-enrollment instructions or to schedule a demo at Map@safetynational.com or 888-995-5300

30-min Lesson Covering:
- Distractions inside and outside of a vehicle
- Strategies for limiting and avoiding distractions
Steps to Self-Register for Training

1. Visit: [https://train.onqsafety.com/meljif](https://train.onqsafety.com/meljif)
2. Click on **Create new account**
3. Complete the Create Account Form
   a) Select your **Municipal JIF Affiliation / County**
   b) Select your **City** (if applicable)
   c) Select your **Job / Role**
   d) Enter **First** and **Last name** (This will appear on your certificate of completion)
   e) Enter your **Email**
   f) Create a password (at least 6 characters)
4. Click “Create New Account”

You will use your email and password to log in when you return.
Click “Save” when your browser prompts you to save your username and password.
Steps to Training

1. Locate your course – click Access
2. Select a lesson
3. Click ‘Launch’
4. Completed lessons will be indicated by a check mark
Training FAQs

• **General Issues:** Use Google Chrome as your Web Browser to complete the training.

• **Items don’t appear:** Go into your browser to “allow Pop-ups.”

• **Nothing Happens on Launch:** When you click “Launch Lesson”, the lesson should open in a new window. If you click the button and nothing happens, the lesson may already be open in a hidden window.

• **Can’t Advance to the Next Section:** Each section of the lesson must be completed before you can advance to the next section.

• **Doesn’t Mark as Complete:** A minimum score of 80% must be achieved on the lesson quiz or challenge for the lesson to be marked complete. If you do not get an 80% the first time, you will need to retake the quiz and get a passing score.

• **No Sound:** If the sound doesn’t start with any slide, click “Pause” and then click “Play.”

• **Small Images:** If you are completing the training on a mobile device and the images and videos appear too small, you can zoom using your fingers to enlarge the images and videos.

Tech Support

• For technical support, please call or text On Q at 801-651-7112 or email support@onqsafety.com. Provide your name, username, enrollment key, phone number and a description of your problem. Your computer type and web browser type will greatly help.

• Tech Support is available Monday-Friday 9:00 AM - 5:00 PM Mountain Time.