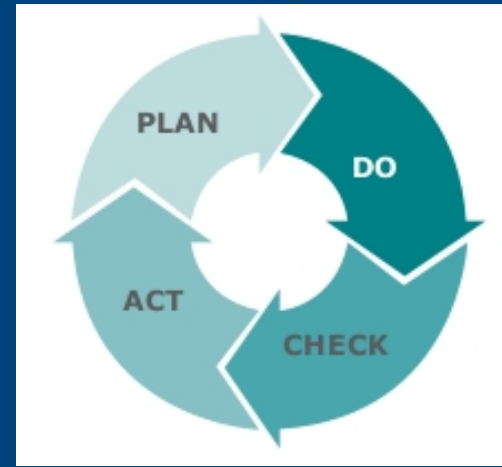
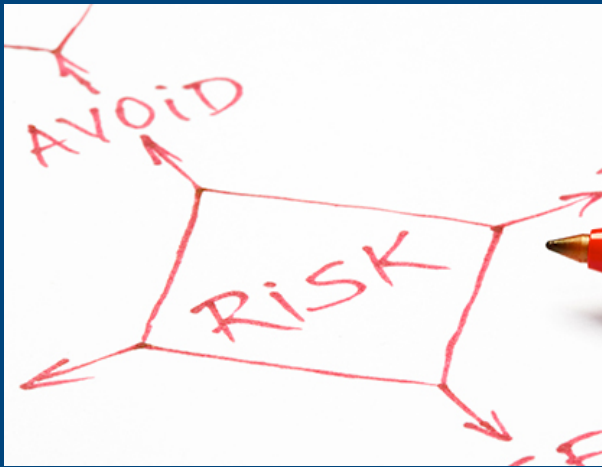


# 2020 SAFETY COORDINATORS' ROUNDTABLE: ZERO HARM: PRESENCE OF SAFETY



# ALL MEMBERS QUALIFIED IN 2019

## 2019 Safety Incentive Awards



**All JIF Members Qualified for an Award!**

<b>X-Small</b>	<b>\$2,000.00</b>
<b>Small</b>	<b>\$2,250.00</b>
<b>Medium</b>	<b>\$2,500.00</b>
<b>Large</b>	<b>\$2,750.00</b>
<b>XL-Large</b>	<b>\$3,000.00</b>

# 2020 SAFETY COORDINATORS' ROUNDTABLE

- **Role of the Safety Coordinator**
- **2020 Safety Incentive Program**
- **2020 Optional Safety Incentive Award Program**
- **2020 Regional Training**
- **ZERO HARM: The Next Step Forward**
  - **Toolbox Talks / Job Safety Observations**
- **Training Programs**
- **Tools & Resources**

# ROLE OF THE SAFETY COORDIANTOR

**Oversee safety efforts and act as a liaison between the municipal employees, JIF and other outside agencies**

- **Understand, Share, and Follow the Annual Safety Incentive Program**
- **Monitor department participation within the program**
- **Facilitate Safety Committee meetings**
- **Communicate and disseminate information to all departments**
- **Establish a recordkeeping system to collect and organize your safety program documentation.**

# ROLE OF THE SAFETY COORDIANTOR

## QUALITIES / ATTRIBUTES

- **Enthusiastic / Strong Communication**
- **Organization / Identifying Needs**
- **Leadership and Facilitation**
- **Teamwork / Working with All Departments**
- **Eagerness to Promote / Reinforce Safety**

# 2020 SAFETY INCENTIVE PROGRAM

- **Top Down Commitment: Safety Policies/Contract**
- **Maintain a Central File / Disseminate Information**
- **Safety Committees with Employee Representatives**
- **Facility Inspections**
- **Toolbox Safety Talks**
- **Job Safety Observations: Coaching & Daily Contact**
- **Safety Training**
- **Incident Analysis and/or Investigations**
- **Supervisor Investigation Reports (SIR)**
- **Incorporate Wellness**

# 2020 SAFETY INCENTIVE PROGRAM

## ELEMENTS OF THE SAFETY INCENTIVE PROGRAM

- **BASE PROGRAM**
- **ENAHANCED PROGRAM**

# 2020 SAFETY INCENTIVE PROGRAM

## BASE PROGRAM REQUIREMENTS

- **Submit Safety Committee Schedule – January 31, 2020**
- **Attend Safety Kickoff Breakfast – March 3, 2020**
- **Submit 2020 Safety Contract – March 31, 2020**
- **Send a delegate to at least one half-day session of the JIF Annual Retreat**
- **Show significant participation and commitment in all best practices found within the S.I.P.**
- **Conduct, at a minimum, quarterly Safety Committee meetings.**
- **Attend all applicable Regional Trainings**
- **Complete S:ERVE program for First Responders**
- **Complete Attention and Distracted Driving (ADD) for all other vehicle operators by November 1, 2020.**



# 2020 SAFETY INCENTIVE PROGRAM

## ENHANCED PROGRAM REQUIREMENTS

- **To qualify for the Enhanced Program Award, members must qualify for the Base Award and meet all the following additional criteria:**
  - **Complete a minimum of (12) Toolbox /Safety Talks throughout the year**
  - **Complete a minimum of (6) Safety/Facility Checklists in each of the following applicable Departments/Amenities throughout the year**
    - **Administrative / Police Department**
    - **Fire / EMS Departments**
    - **Public Works Department**
    - **Parks / Playgrounds / Skate Park / Boardwalk / Unique Exposures**

# 2020 SAFETY INCENTIVE PROGRAM

## ENHANCED PROGRAM REQUIREMENTS

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

X-Small	Small	Medium	Large	X-Large
4	8	12	16	16

- Members will complete the “SELF-ASSESSMENT” form found within the 2020 Safety Incentive Program by November 1, 2020

# 2020 SAFETY INCENTIVE PROGRAM

## 2020 Base and Enhanced Safety Incentive Awards

Level	X-Small	Small	Medium	Large	X-Large
<b>NON-QUALIFIER</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>BASE QUALIFIER</b>	<b>\$ 1,100.00</b>	<b>\$ 1,250.00</b>	<b>\$ 1400.00</b>	<b>\$1550.00</b>	<b>\$ 1700.00</b>
<b>ENHANCED QUALIFIER</b>	<b>\$900.00</b>	<b>\$1,000.00</b>	<b>\$1,100.00</b>	<b>\$1,200.00</b>	<b>\$1,300.00</b>
<b>MAXIMUM AWARD</b>	<b>\$2,000.00</b>	<b>\$2,250.00</b>	<b>\$2,500.00</b>	<b>\$2,750.00</b>	<b>\$3,000.00</b>

# 2020 REGIONAL TRAINING

- **Safety Breakfast /Safety and Claims Coordinators' Roundtable**
  - **March 3, 2020 @ Merighi's Savoy Inn**
- **Designated Employer Representative (2019)**
  - **March 17, 2020 @ Ocean City Library**
- **First Amendment Audits & Building Security**
  - **May 18, 2020 @ Ocean City Library**
- **Lifeguard Symposium**
  - **June 18, 2020 @ Ocean City Library**
- **Health & Wellness: Focus on Stress Practical Leadership Skills**
  - **September/October (TBD)**

# ZERO HARM: THE NEXT STEP FORWARD

## 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!**

# ZERO HARM: THE NEXT STEP FORWARD

## Zero Harm: The Next Step Forward

- **Let's Hear From You!**
- **Is Zero Harm a Difference Maker?**
- **Are You Watching for the Presence of Safety?**
- **How Do You Define the Presence of Safety?**
  - **Toolbox Safety Talks**
  - **Job Safety Observations**

# ZERO HARM: THE NEXT STEP FORWARD

**“It's better to be careful a hundred times than to die once”**

**Mark Twain**

- **Safety is a core value, not a priority!**  
**Priorities change, values do not!**
- **Encourage safe actions!**
- **Promote actively caring!**

# TOOLBOX SAFETY TALKS

- **Generic: Safe Lifting, Working Outdoors, Driving Safety and Interacting with Public**
- **Job Specific: Confined Space Entry, Leaf Collection, Trash and Recycling Pickup and Landscaping**
- **How Do We Do It?**

**MSI Website**

**Peer to Peer**

**Job Safety Observations**



# JOB SAFETY OBSERVATIONS

**As Job Safety Observations Increase, the Likelihood and Number of Job Related Illnesses and/or Injuries Decrease!**

***Safety Tip: Encourage Employees to Start the Day with “Would You Watch for My Safety and Do You Want Me to Watch Out for Your Safety”***

***Safety Callout: The More Employees (Number and Diversity) Doing Job Safety Observations, the Likelihood of Job Related Illnesses an/or Injuries Decrease!***

# JOB SAFETY OBSERVATIONS

Job Safety Observation							
Sanitation, Recycling, & Bulk Pick Up Report							
Observer:		Crew Observed:					
Task Observed:		Date:	/	/201	Time: : A P		
Location of Observation:			Pictures Taken? Y N				
Yes	No	Safe Actions		Yes	No	Safe Actions	
<input type="checkbox"/>	<input type="checkbox"/>	Back up beepers & lights are operating		<input type="checkbox"/>	<input type="checkbox"/>	Collectors appear alert & aware of surroundings	
<input type="checkbox"/>	<input type="checkbox"/>	Driver maintains visual contact with collectors		<input type="checkbox"/>	<input type="checkbox"/>	Collectors & drivers are wearing Hi-Vis & reflective clothing, proper footwear, eye protection & gloves	
<input type="checkbox"/>	<input type="checkbox"/>	Driver signals collectors before backing vehicle		<input type="checkbox"/>	<input type="checkbox"/>	Collectors stand away from the truck & remain visible to the driver whenever the truck is backing	
<input type="checkbox"/>	<input type="checkbox"/>	Driver does not back up the truck if anyone is standing on the riding step		<input type="checkbox"/>	<input type="checkbox"/>	Collectors stand beside the truck never to the rear while it is compacting	
<input type="checkbox"/>	<input type="checkbox"/>	Driver does not exceed 10 mph if workers are riding on the step		<input type="checkbox"/>	<input type="checkbox"/>	Collectors use 3-point method while climbing on or off the step and only when truck is stopped?	
<input type="checkbox"/>	<input type="checkbox"/>	Truck is traversing only on the right side of the street on 2-way streets		<input type="checkbox"/>	<input type="checkbox"/>	Collectors use proper lifting techniques and team lift heavy items	
<input type="checkbox"/>	<input type="checkbox"/>	Driver uses a co-worker as a spotter when backing the truck		<input type="checkbox"/>	<input type="checkbox"/>	Collectors are off of the step when truck is traveling more than one block or turning corners	
Discuss answers from above in the narrative comment boxes below							
Expanded Narrative - Describe activities below							
Note: everything ok or N/A is not an observation it's a statement!							
Describe the work being done: Use 1-3 sentences							
Presence of Safety: What activities to be complimented? (example: yes items from above)							
Absence of Safety: What could be changed to improve worker safety? (No items above)							
Follow up action: (What changes were made?) TBT or Video used <input type="radio"/>							

- Presence of Safety Safe or At-Risk Actions?

- Describe the Job As You See It

- Positive Reinforcement Compliments for Safe Actions

- Shortcutting? Safety Drift? Lack of Knowledge and Skills?

- Coaching? Corrective Actions?

Reviewed by Safety Committee on: \_\_\_/\_\_\_/201\_\_

Reviewed & updated: 1-18

# JOB SAFETY OBSERVATIONS



# JOB SAFETY OBSERVATIONS

Job Safety Observation					
Sanitation, Recycling, & Bulk Pick Up Report					
Observer:		Crew Observed:			
Task Observed:		Date:	/	/201	Time: : A P
Location of Observation:			Pictures Taken? Y N		
Yes	No	Safe Actions	Yes	No	Safe Actions
<input type="checkbox"/>	<input type="checkbox"/>	Back up beepers & lights are operating	<input type="checkbox"/>	<input type="checkbox"/>	Collectors appear alert & aware of surroundings
<input type="checkbox"/>	<input type="checkbox"/>	Driver maintains visual contact with collectors	<input type="checkbox"/>	<input type="checkbox"/>	Collectors & drivers are wearing Hi-Vis & reflective clothing, proper footwear, eye protection & gloves
<input type="checkbox"/>	<input type="checkbox"/>	Driver signals collectors before backing vehicle	<input type="checkbox"/>	<input type="checkbox"/>	Collectors stand away from the truck & remain visible to the driver whenever the truck is backing
<input type="checkbox"/>	<input type="checkbox"/>	Driver does not back up the truck if anyone is standing on the riding step	<input type="checkbox"/>	<input type="checkbox"/>	Collectors stand beside the truck never to the rear while it is compacting
<input type="checkbox"/>	<input type="checkbox"/>	Driver does not exceed 10 mph if workers are riding on the step	<input type="checkbox"/>	<input type="checkbox"/>	Collectors use 3-point method while climbing on or off the step and only when truck is stopped?
<input type="checkbox"/>	<input type="checkbox"/>	Truck is traversing only on the right side of the street on 2-way streets	<input type="checkbox"/>	<input type="checkbox"/>	Collectors use proper lifting techniques and team lift heavy items
<input type="checkbox"/>	<input type="checkbox"/>	Driver uses a co-worker as a spotter when backing the truck	<input type="checkbox"/>	<input type="checkbox"/>	Collectors are off of the step when truck is traveling more than one block or turning corners
Discuss answers from above in the narrative comment boxes below					
Expanded Narrative - Describe activities below					
<i>Note: everything ok or N/A is not an observation it's a statement!</i>					
Describe the work being done: Use 1-3 sentences					
Presence of Safety: What activities to be complimented? (example: yes items from above)					
Absence of Safety: What could be changed to improve worker safety? (No items above)					
Follow up action: (What changes were made?) TBT or Video used <input type="radio"/>					

Reviewed by Safety Committee on: \_\_\_/\_\_\_/201\_\_

Reviewed & updated: 1-18

## Toolbox Safety Talks

- Describe Presence of Safety from Prior JSO; Safe or At-Risk Actions?

- Describe the Job As It Should Be Done

- Positive Reinforcement of Safe Actions

- Watch Out for Shortcutting & Safety Drift

- Engineering Controls, Safety Procedures and PPE

# TRAINING PROGRAMS

- **Regional Training Events**
- **MEL Safety Institute**
  - Instructor-led / Online Training Opportunities
  - KWIK Courses
- **MEL Media Library**
- **Command Staff / Manager & Supervisory Training**
- **Police Training Opportunities**
  - Police One
  - Multiple Seminars
  - Below 100

# TOOLS & RESOURCES

- **Atlantic JIF Website**
  - [ATLANTIC JIF](#)
    - ❖ **ACMJIF.ORG**
- **New Jersey MEL Website**
  - [NJ MEL](#)
    - ❖ **NJMEL.ORG**
- **MEL Safety Institute (MSI) & MEL Media Library**
  - [MEL Safety Institute](#)
  - [MEL Media Library](#)
  - **Mobile App**

# TOOLS & RESOURCES

## Safety Websites

<https://www.cdc.gov/niosh/>

<http://www.elcosh.org/index.php>

<https://www.osha.gov/>

[http://lwd.dol.state.nj.us/lisse/employer/Public\\_Employees\\_OSH.html](http://lwd.dol.state.nj.us/lisse/employer/Public_Employees_OSH.html)

<http://www.nj.gov/health/workplacehealthandsafety/peosh/>

<http://www.nsc.org/pages/home.aspx>

# SAFETY COORDINATORS' ROUNDTABLE

**ZERO HARM WORKPLACE:  
MOVING FROM POLICIES TO SAFE ACTIONS!**