

# ATLANTIC COUNTY MUNICIPAL JOINT INSURANCE FUND

## 2021 SAFETY INCENTIVE PROGRAM



January 4, 2021

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## INTRODUCTION

The 2021 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 essential elements required to have an effective program: 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 JIF and MEL services, including instructor-led and online training through the MEL Safety Institute, Safety Bulletins, Toolbox Topics, Regional Training Topics, and Law Enforcement Resources, to name a few. Please reach out to your Safety Consultants if you have any questions:

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## 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 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 30, 2021. The Safety Director's Office will utilize the Self-Assessment form to review the member's activities and participation in the Safety Incentive Program. (See page 10)
- Members will 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.

### 2021 SAFETY INCENTIVE PROGRAM SIZE CATEGORIES

<b>M</b>	<b>Absecon</b>
<b>M</b>	<b>Avalon</b>
<b>L</b>	<b>Brigantine</b>
<b>S</b>	<b>Buena</b>
<b>L</b>	<b>Cape May City</b>
<b>XS</b>	<b>Cape May Point</b>
<b>XS</b>	<b>Commercial</b>
<b>XS</b>	<b>Corbin City</b>
<b>XS</b>	<b>Deerfield</b>
<b>S</b>	<b>Dennis</b>
<b>XS</b>	<b>Downe</b>
<b>XL</b>	<b>Egg Harbor Township</b>
<b>XS</b>	<b>Estell Manor</b>
<b>XS</b>	<b>Folsom</b>
<b>L</b>	<b>Galloway</b>
<b>L</b>	<b>Hamilton</b>
<b>M</b>	<b>Linwood</b>
<b>S</b>	<b>Longport</b>
<b>L</b>	<b>Lower</b>
<b>L</b>	<b>Margate</b>

<b>L</b>	<b>Middle Township</b>
<b>XL</b>	<b>Millville</b>
<b>S</b>	<b>Mullica</b>
<b>XS</b>	<b>Newfield</b>
<b>M</b>	<b>North Wildwood</b>
<b>M</b>	<b>Northfield</b>
<b>XL</b>	<b>Ocean City</b>
<b>XL</b>	<b>Pleasantville</b>
<b>L</b>	<b>Sea Isle City</b>
<b>M</b>	<b>Somers Point</b>
<b>M</b>	<b>Stone Harbor</b>
<b>S</b>	<b>Upper Deerfield</b>
<b>M</b>	<b>Upper Twp.</b>
<b>L</b>	<b>Ventnor</b>
<b>M</b>	<b>Waterford</b>
<b>XS</b>	<b>West Cape May</b>
<b>XS</b>	<b>West Wildwood</b>
<b>XS</b>	<b>Weymouth</b>
<b>XL</b>	<b>Wildwood</b>
<b>M</b>	<b>Wildwood Crest</b>
<b>XS</b>	<b>Woodbine</b>

**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 February 19, 2021
2. Sign and return the 2021 Safety Contract by March 31, 2021
3. Send delegate to the Safety Kickoff Breakfast (T.B.D.)
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.

**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.
4. Complete and return Member Self-Assessment Form by November 30, 2021

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

**SAFETY INCENTIVE AWARDS**

Level	X-Small	Small	Medium	Large	X-Large
<b>NON-QUALIFIER</b>	0	0	0	0	0
<b>BASE QUALIFIER</b>	\$ 1,100.00	\$ 1,250.00	\$ 1,400.00	\$1,550.00	\$ 1,700.00
<b>ENHANCED QUALIFIER</b>	\$900.00	\$1,000.00	\$1,100.00	\$1,200.00	\$1,300.00
<b>MAXIMUM AWARD</b>	\$2,000.00	\$2,250.00	\$2,500.00	\$2,750.00	\$3,000.00

**2021 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 transparent, open, and honest manner.

***Because mutual respect is so important, we cannot tolerate harassment or other forms of discrimination.***

We place "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 promptly, 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**

Municipality: \_\_\_\_\_

The following departments participate in the Safety Incentive Program:

Department	Department Head Signature	Date
Public Works		
Building & Facilities Maintenance		
Police		
Fire		
EMS		
Utility / Water & Sewer		
Parks & Recreation		
Administrative		
OEM		
Beach Patrol / Lifeguards		
Safety Coordinator		

To participate in the Safety Incentive Program, please sign and return the completed Safety Contract (Pg. 6/7) to the Safety Director by March 31, 2021, to:

**J. A. Montgomery Consulting, Attn: Lauren Gershman**  
**P.O. Box 99106**  
**Camden, New Jersey 08101**  
**E-mail [lgershman@jamontgomery.com](mailto:lgershman@jamontgomery.com)**

**2021 Safety Incentive Program**

**2021 Safety Committee Meetings Dates:**

1. Members will hold, at a minimum, quarterly Safety Committee meetings.
2. Please include meeting location, date, and time.
3. Complete and Return by 2/19/21

#1 Date:  Location  Time:	#2 Date:  Location:  Time:	#3 Date:  Location:  Time:	#4 Date:  Location:  Time:
#5 Date:  Location  Time:	#6 Date:  Location:  Time:	#7 Date:  Location:  Time:	#8 Date:  Location:  Time:
#9 Date:  Location  Time:	#10 Date:  Location:  Time:	#11 Date:  Location:  Time:	#12 Date:  Location:  Time:

**To participate in the Safety Incentive Program, please sign and return the completed Safety Committee Meeting dates to the Safety Director by February 19, 2021, to:**

**J. A. Montgomery Consulting, Attn: Lauren Gershman  
P.O. Box 99106  
Camden, New Jersey 08101  
E-mail [lgershman@jamontgomery.com](mailto:lgershman@jamontgomery.com)**



## SAFETY BEST PRACTICES

### 1. COMMITMENT AND ACCOUNTABILITY

- Understand the Atlantic JIF Loss Control Policy
- Understand the Roles and Responsibilities of the Safety Coordinator.
- Place "Safety and Wellness" on the governing body agenda at least once a year.
- Management sets the tone - support safety and wellness efforts

**\*Remember to utilize the Atlantic JIF Website for all resources ([www.acmjif.org](http://www.acmjif.org))**

### 2. CONTROLLING HAZARDS

- Inspect all municipal facilities, playgrounds, walkways, and public areas for safety concerns and promptly take corrective action. 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 are 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 promptly. 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 a 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)
- Utilize Departmental Summary Reports

### 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 / MSI NOW
- Utilize MEL Safety Institute, MSI LIVE, 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 Toolbox meetings and safety videos.
- Hold regular Safety Committee meetings (at least 4 per year-quarterly) and encourage all members' full participation. 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 promptly (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 the 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

**Complete and Return to the Safety Director by November 30, 2021**

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.

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

Date and Department: _____	Date and Department: _____
Date and Department: _____	Date and Department: _____
Date and Department: _____	Date and Department: _____
Date and Department: _____	Date and Department: _____
Date and Department: _____	Date and Department: _____
Date and Department: _____	Date and Department: _____
Date and Department: _____	Date and Department: _____
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 Recreations 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 \_\_\_\_\_