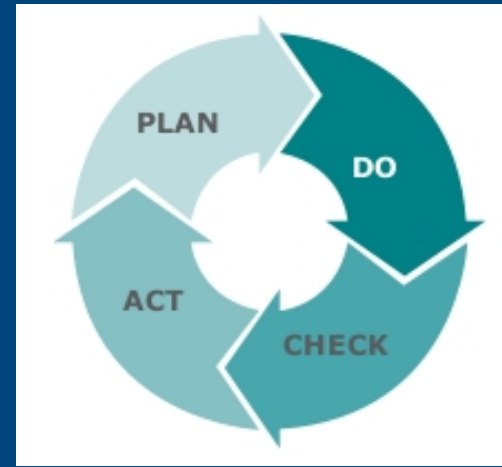
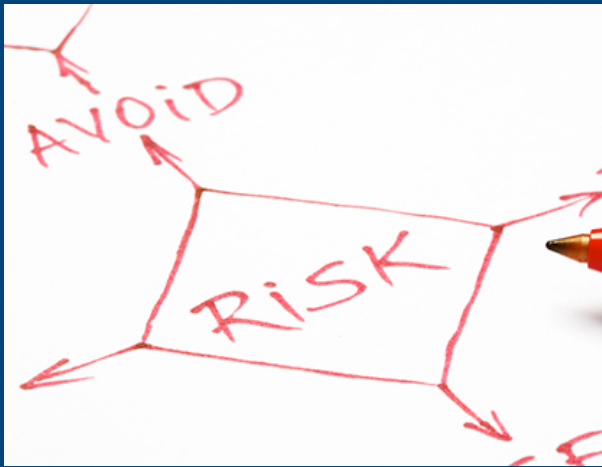


2020 SAFETY COORDINATORS' ROUNDTABLE: ZERO HARM: PRESENCE OF SAFETY



ALL MEMBERS QUALIFIED IN 2019

2019 Safety Incentive Awards



All JIF Members Qualified for an Award!

Small	\$2,100.00
Medium	\$2,400.00
Large	\$2,700.00
XL-Large	\$3,000.00

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**
- **OPTIONAL SAFETY INCENTIVE AWARDS**

2020 SAFETY INCENTIVE PROGRAM

BASE PROGRAM REQUIREMENTS

- **Submit Safety Committee Schedule – January 31, 2020**
- **Attend Safety Kickoff Breakfast – March 5, 2020**
- **Submit 2020 Safety Contract – March 31, 2020**
- **Send a delegate to at least one half-day session of the JIF Annual Retreat - April 21**
- **Show significant participation and commitment in all best practices found within the S.I.P.**
- **Conduct at a minimum, quarterly Safety Committee meetings.**
- **Complete S:ERVE program for First Responders**
- **Complete the 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.

Small	Medium	Large	X-Large
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	Small	Medium	Large	X-Large
NON-QUALIFIER	0	0	0	0
BASE QUALIFIER	\$ 1,200.00	\$ 1,500.00	\$1,700.00	\$ 1,900.00
ENHANCED QUALIFIER	\$900.00	\$900.00	\$1,000.00	\$1,100.00
MAXIMUM AWARD	\$2,100.00	\$2,400.00	\$2,700.00	\$3,000.00

OPTIONAL SAFETY INCENTIVE AWARDS

- **To qualify for Optional Safety Incentive awards, members must first qualify for the mandatory elements of the Base Safety Incentive Program. Four specific categories make up the Optional Safety Incentive Award Program**
- **Members will either qualify or not qualify (Pass or Fail) for each category. The Program runs on a calendar year basis.**
- **The maximum amount that a member could qualify for, under the Optional Safety Incentive Awards, is \$1000.00. Each of the four categories will be incentivized at \$250.00.**

OPTIONAL SAFETY INCENTIVE AWARD CATAGORIES

Level	XS/Small	Medium	Large	X-Large
<i>Fund Commissioner Participation 75% combined attendance of all meetings, with 50% by FC</i>	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
<i>Member of Sub Committee with minimum 50% attendance</i>	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
<i>Attend all Regional Trainings</i>	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
<i>Attend entire Annual Retreat</i>	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00

2020 REGIONAL TRAINING

- **Safety Breakfast /Safety and Claims Coordinators' Roundtable**
 - March 5, 2020 @ Old York Country Club
- **Designated Employer Representative (2019)**
 - March 16, 2020 @ Hainesport Municipal Building
- **First Amendment Audits & Building Security**
 - May 11, 2020 @ Hainesport Municipal Building
- **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							
<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"/>							

- 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	
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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

- **BURLCO JIF WEBSITE**
 - [BURLCO JIF](#)
- **New Jersey MEL Website**
 - [NJ MEL](#)
- **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://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!