

**BURLINGTON COUNTY
MUNICIPAL JOINT INSURANCE FUND**

**2021 SAFETY
INCENTIVE PROGRAM**



January 4, 2021

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND
2021 SAFETY INCENTIVE PROGRAM**

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INTRODUCTION

The 2021 Safety Incentive Program provides members of the BURLINGTON 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 12)
- 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

Bass River	S
Beverly	M
Bordentown City	M
Bordentown Twp.	L
Chesterfield	S
Delanco	S
Delran	L
Edgewater Park	M
Fieldsboro	S
Florence	L
Hainesport	S
Lumberton	L
Mansfield	M
Medford	XL

Mount Laurel	XL
New Hanover	S
North Hanover	M
Palmyra	M
Pemberton Borough	S
Pemberton Twp.	XL
Riverside	M
Shamong	S
Southampton	M
Springfield	S
Tabernacle	S
Westampton	M
Wrightstown	S
Woodland	S

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 10 and 11
6. Members will hold, at a minimum, quarterly Safety Committee meetings.

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

Small	Medium	Large	X-Large
8	12	16	16

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 Base Safety Incentive Program's mandatory elements, listed on page 5. The following elements are required to qualify for the optional safety incentive awards:
 - Fund Commissioner Meeting attendance - attend 75% combined of all meetings, with 50% by the Fund Commissioner.
 - Member of a Sub-Committee with active meeting attendance involvement of at least 50%.
 - Attend all Regional Training's that apply to the member town.
 - Attend the entire Annual Planning Retreat.
- Members will either qualify or not qualify (Pass or Fail) for each category. The Program runs on a calendar year basis, and we will make every effort to review member activity during consults.
- 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.
- Risk Management Consultants (RMC) will not be permitted to represent their member town for Optional Safety Incentive Awards; however, they are still encouraged to attend.
- To receive credit for attendance under the first two categories below, referencing the "Fund Commissioner" and "Member of Sub Committee," attendance at the meetings must be by the actual Fund Commissioner or Alternate Fund Commissioner. However, to receive credit under the last two categories (attendance at all Regional Training sessions AND Attendance at the entire Annual Retreat), attendance will be counted if attended by a representative from a member town and not necessarily the Fund Commissioner or Alternate Fund Commissioner.
- If a Fund Commissioner volunteers for a sub-committee and the sub-committee does not meet, they will be eligible for this award category. However, if a Fund Commissioner did not volunteer for the sub-committee and the Committee did not meet, they would not be eligible for this award category.

OPTIONAL SAFETY INCENTIVE AWARDS

Level	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

**2021 SAFETY CONTRACT
BURLINGTON 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		
	Volunteer-Fire-EMS		
	Utility / Water & Sewer		
	Parks & Recreation		
	Administrative		
	OEM		
	Safety Coordinator		

To participate in the Safety Incentive Program, please sign and return the completed Safety Contract (Pg. 7/8) 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

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**

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

Signature

Date

Title

SAFETY BEST PRACTICES

1. COMMITMENT AND ACCOUNTABILITY

- Understand the BURLCO 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 BURLCO JIF Website for all resources (www.burlcojif.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, and Walkway" Program (RSW) that includes inspections, record keeping, and prompt correction of hazards. A log of inspection items, complaints, 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 full participation by all members. Keep written agendas and minutes.
- Place "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: _____

Reminder: Members can include Beach Patrol, EMS, Fire and Police Departments, Parks and Recreations as well as Public Works

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.

Small	Medium	Large	X-Large
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
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