

**BURLINGTON COUNTY  
MUNICIPAL JOINT INSURANCE FUND**

**2012 SAFETY  
INCENTIVE PROGRAM**



January 1, 2012

# BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND 2012 SAFETY INCENTIVE PROGRAM

## ***CONTINUING TO CHANGE THE WAY WE THINK ABOUT SAFETY***

In 2012 we continue our efforts to “*Change The Way We Think About Safety.*” Many JIF members made great strides in 2011, and we are seeing real changes in attitudes and the implementation of *Best Practices*. There have been fewer accidents, but we need to keep our programs moving forward.

The 2012 Safety Incentive Program is about keeping the momentum going. We remind all members that the key to an effective safety program starts with the Safety Committee. To change behaviors and work safer, we need to have both a “Top Down” and “Grassroots Led” program. Our model is based on the four values of Trust, Caring, Knowledge and Communication.

### ***WHAT’S NEW FOR 2012***

- **Members are requested to sign and submit the 2012 Safety Contract by March 1, 2012.**
- **BURLCO JIF members are asked to identify a particular task or activity that based on losses or areas for improvement and complete a Job Site Observation in narrative format. Your Loss Control consultant will work with you to identify the jobs and complete the JSO.**
- **We’ve added “Extra Small” Category added to Size categories – Qualifying awards will be the same as for small members**

### ***PROGRAM ELEMENTS***

- Best practices are outlined in the Safety Incentive Program. All SIP elements are scored equally and full participation requires significant demonstration of commitment in all aspects of the program to qualify for a Safety Incentive Award.
- **Member towns are expected to actively participate in all aspects of the program, including Regional Training. Last year we saw a decline in the Regional Training participation, and the Executive Safety Committee has requested that all members give greater consideration to this aspect of the JIF Safety program.**
- Safety activity documentation is kept in a central location at the workplace and maintained by the Safety Coordinator. Documentation will be reviewed on site by the JIF safety consultants.
- During on-site record checks, all elements of the program will be reviewed. We will work with members to secure a commitment of participation for any areas that are found to be lacking during the review. It is expected that written documentation will be available for review (Safety Committee Minutes, hazard inspections, training records, job site observations, etc.).

- All safety elements are scored equally and full participation requires that there be activity and significant demonstration of commitment in all aspects of the program to qualify for a Safety Incentive Award.
- Members will either qualify or not qualify (Pass or Fail) for a Safety Incentive Award.
- The Safety Incentive Program runs on a calendar year basis and we will make every effort to review members at least once during the first and second halves of the year.
- Special Safety Recognition Award Nominations are due by **December 31, 2012**.

### 2012 Safety Incentive Program Size Categories

Bass River	<b>XS</b>
Beverly	M
Bordentown City	M
Bordentown Twp	<b>L</b>
Chesterfield	S
Delanco	M
Delran	L
Edgewater Park	M
Florence	L
Hainesport	S
Lumberton	L
Mansfield	M

Medford	XL
Mount Laurel	XL
North Hanover	M
<b>Palmyra</b>	<b>M</b>
Pemberton	S
Riverside	L
Shamong	<b>XS</b>
Southampton	M
Springfield	<b>XS</b>
Tabernacle	S
Westampton	M
Wrightstown	<b>XS</b>
<b>Woodland</b>	<b>XS</b>

**XS – Extra Small    S-Small    M- Medium    L-Large    XL – Extra Large**

### Awards

Level	Extra Small	Small	Medium	Large	Extra-Large
<b>QUALIFIER</b>	\$ 1,300	\$ 1,300	\$ 1,625	\$ 1,950	\$ 2,275
<b>NON QUALIFIER</b>	0	0	0	0	0

## **2012 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 will 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 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.

**Our Safety Coordinator is:** \_\_\_\_\_  
(Name and Title)

1. **We have established a Safety Committee for our community and we will meet at least four times per year. Include meeting dates on attached page and use additional pages if necessary.**
2. **We "Put Safety on Our Agenda" by including safety and risk management topics on the Governing Body agenda on a regular basis.**
3. **We participate in regional and regulatory training programs.**
4. **We conduct periodic hazard inspection surveys and Job Site Observations.**
5. **We encourage supervisors and crew leaders to hold daily safety briefings.**
6. **We manage our claims reporting all claims in a timely manner, offering transitional duty and investigating incidents and near misses.**

**7. We actively promote and support health and wellness activities.**

**The following departments will participate in the Safety Incentive Program:**

Department	Department Head Signature	Date
Police / Public Safety		
Fire / Rescue		
EMS		
Administration		
Public Works		
Utilities		
Other:		

**Safety Committee Meeting Dates** (use additional page if needed)

Meeting #1 Date: _____	Meeting #2 Date: _____	Meeting #3 Date: _____	Meeting #4 Date: _____
Meeting #____ Date: _____	Meeting #____ Date: _____	Meeting #____ Date: _____	Meeting #____ Date: _____

\_\_\_\_\_  
(Mayor)

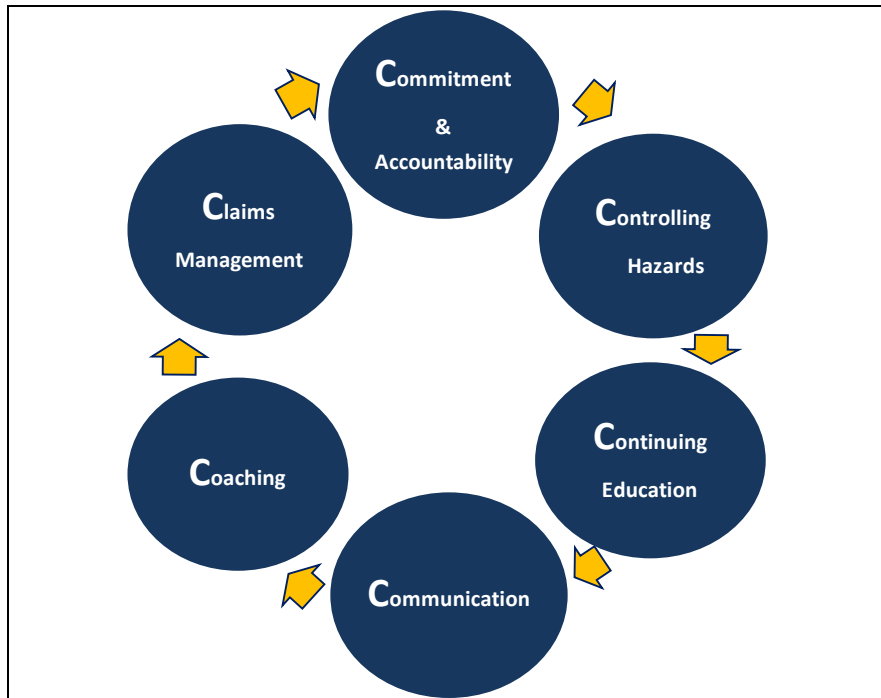
\_\_\_\_\_  
Date

\_\_\_\_\_  
(Administrator/Clerk/Manager)

\_\_\_\_\_  
Date

**To participate in the Safety Incentive Program please sign and return the completed Safety Contract to the Safety Director.**

<p align="center"> <b>Submit this form by March 1, 2012</b>  <b>J. A. Montgomery Risk Control, Attn: Karen La Sala</b>  <b>231 Main Street, PO Box 2017</b>  <b>Toms River, New Jersey 08754</b>  <b>E-mail <a href="mailto:klasala@jamontgomery.com">klasala@jamontgomery.com</a> or Fax 732-660-5026</b> </p>
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## Changing the Way We Think About Safety

Commitment & Accountability	Controlling Hazards	Continuing Education	Communicate	Coaching	Claims Management
<ul style="list-style-type: none"> <li>-Live up to the commitment statement</li> <li>-Management sets the tone</li> <li>-Supervisors are held accountable</li> <li>-Safety is on your agenda</li> <li>-Managers are knowledgeable about the accident rate</li> </ul>	<ul style="list-style-type: none"> <li>-Appearance says we care about safety</li> <li>-Routine inspections of playgrounds &amp; facilities</li> <li>-Roadway, Sign &amp; Walkway inspections</li> <li>-Suggestions addressed promptly</li> </ul>	<ul style="list-style-type: none"> <li>-Written policies</li> <li>-New employee orientation</li> <li>-Learning management plan in place</li> <li>-Regulatory training</li> <li>-Supervisory training</li> <li>-Regional training</li> </ul>	<ul style="list-style-type: none"> <li>-Daily crew meetings</li> <li>-Tool box meetings, videos &amp; DVDs</li> <li>-Safety Committee meetings</li> <li>- Safety Communication Center</li> <li>-No Tolerance for harassment</li> </ul>	<ul style="list-style-type: none"> <li>-Remind one another to work safely</li> <li>- Job Site Observations</li> <li>-Constructive Feedback</li> </ul>	<ul style="list-style-type: none"> <li>-Prompt reporting</li> <li>-Transitional duty policy</li> <li>-Investigate incident and near misses</li> <li>-Safety mistakes looked at as an opportunity to learn</li> </ul>

**Trust – Care – Knowledge - Communication**

<p align="center"><b>“CHANGING THE CULTURE” BEST PRACTICES:</b></p>	<p align="center"><b>Significant Demonstration of Commitment</b></p>
<p><b>1. COMMITMENT AND ACCOUNTABILITY</b></p> <ul style="list-style-type: none"> <li>a. All employees live up to the commitment statement: stop and correct any unsafe jobs, follow safety rules, obtain and maintain knowledge and skills to perform your job safely.</li> <li>b. Commitment statement is signed and posted prominently.</li> <li>c. Management sets the tone by endorsing, implementing and visibly supporting our commitment to health and safety.</li> <li>d. Supervisors are held accountable for promoting safety in operations.</li> <li>e. We place safety and risk management topics on the governing body agenda on a regular basis.</li> <li>f. Management is knowledgeable about claims frequency and lost time accident rate and addresses safety issues promptly.</li> </ul>	<p><b>Have you signed and sent in your safety contract by 3/1/2012?</b></p> <p><b>Do you have “Safety” on the Council agenda?</b></p> <p><b>Is management knowledgeable about claims / LTAF rate?</b></p>
<p><b>2. CONTROLLING HAZARDS</b></p> <ul style="list-style-type: none"> <li>a. When you walk into our buildings, shops and worksites you can tell we care about safety by the condition, neatness, safety equipment and signs present.</li> <li>b. We routinely inspect all playgrounds, walkways, and public areas for safety concerns and take corrective action in a timely manner. Written records are maintained. Most public buildings and facilities are inspected at least quarterly; parks, playgrounds and seasonal operations may require more frequent inspections.</li> <li>c. We have a ‘Roadway, Sign, Boardwalk and Walkway’ Program (RSW) that outlines procedures to identify, record, and correct hazards related to roadways, signs, boardwalks, sidewalks, and walkways. A log of inspection items, complaints and corrective action taken is maintained and referrals are made to proper jurisdictions when appropriate.</li> <li>d. We complete all outstanding Suggestions for Improvement in a timely manner. There are no “Important” SFIs that are more than two years old and no outstanding “Urgent” SFIs that have not been addressed.</li> </ul>	<p><b>Are you doing regular safety Inspections:</b></p> <p><b>How frequently?</b></p> <p><b>Roadway, Sign &amp; Walkway?</b></p> <p><b>Completing Suggestions for Improvement?</b></p>
<p><b>3. CONTINUING EDUCATION AND TRAINING</b></p> <ul style="list-style-type: none"> <li>a. We have written policies and procedures that outline how to perform tasks safely.</li> <li>b. New hires receive safety orientation within 1 month of starting work.</li> <li><b>c. We have an MSI Safety Training Administrator assigned.</b></li> <li>d. We have a system in place to define the skills &amp; and knowledge needed to perform safely. We require employees keep their safety training up to date.</li> <li>e. We take part in regulatory training to meet PEOSH requirements.</li> <li>f. We participate in Regional Safety training workshops offered by JIF.</li> </ul>	<p><b>Do you have SOPs?</b></p> <p><b>Using the MSI Learning Management System?</b></p> <p><b>Are you signed up for classes?</b></p> <p><b>Other training commitments</b></p>

<ul style="list-style-type: none"> <li>g. Managers and supervisors participate in leadership training.</li> <li>h. Safety committee members participate in training to better understand their roles and responsibilities.</li> </ul>	
<p><b>4. COMMUNICATIONS</b></p> <ul style="list-style-type: none"> <li>a. Our supervisors and crew leaders talk with their associates daily. We start <b>every job / workday</b> with a pre-shift briefing to review hazards associated with the job, work procedures, special precautions and PPE.</li> <li>b. We use tool box meetings and safety videos routinely to raise awareness and alert workers about concerns.</li> <li>c. We hold regular Safety Committee meetings (at least 4-6 times per year) and encourage full participation by all members. Everyone is encouraged to be part of the committee at some time in their career. Committees keep written agendas and minutes.</li> <li>d. We have a safety communication center that is kept current.</li> <li>e. We have no tolerance for harassment and communicate this message clearly. There is a procedure to report harassment.</li> </ul>	<p><b>Are Crew leaders holding daily safety briefings?</b></p> <p><b>Tool box meetings?</b></p> <p><b>Is your safety committee meeting at least 4-6 times per year?</b></p>
<p><b>5. COACHING</b></p> <ul style="list-style-type: none"> <li>a. We conduct job site observations and proactively identify unsafe behaviors and conditions by observing employees and giving immediate feedback in order to alter behavior or condition before an accident or injury occurs.</li> <li>b. People are encouraged to remind one another to work safely.</li> <li>c. Supervisors routinely complete or update Hazard Assessments.</li> <li>d. Supervisors attend MSI classes with their employees to share experience and elaborate on local program specifics.</li> </ul>	<p><b>Are you doing at least one Job Site Observations per department each month?</b></p>
<p><b>6. CLAIMS MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>a. We report all claims in a timely manner (within three days of incident).</li> <li>b. We have a transitional duty program and return employees to productive employment following work related injuries and illnesses.</li> <li>c. We investigate incidents and “near misses” to uncover responsible conditions and find ways to reduce future occurrences and use the “<i>Supervisors Incident Investigation</i> form,” (available on line)</li> <li>d. We review incident investigations at safety committee meetings and talk about safety mistakes as opportunities to learn rather than to find fault or fix blame.</li> </ul>	<p><b>Are you report claims promptly?</b></p> <p><b>Are you using the Supervisor’s Investigation Form?</b></p> <p><b>Do you offer transitional duty?</b></p> <p><b>Are you investigating and reviewing all incidents?</b></p>
<p><b>7. Health &amp; Wellness</b></p> <ul style="list-style-type: none"> <li>a. We actively promote and support health and wellness activities and communicate this to the workforce.</li> </ul>	<p><b>What will you do to promote health &amp; wellness?</b></p>

**Burlington County Municipal Joint Insurance Fund  
Safety Incentive Program  
On Site SIP Program Review  
Completed by JIF Safety Consultant**

**Member:**

**Demonstration of "Significant Commitment" present \_\_\_\_ Yes \_\_\_\_ No**

**Describe activity in the following categories.**

- 1. Commitment & Accountability:**
  
- 2. Controlling Hazards:**
  
- 3. Continuing Education & Training**
  
- 4. Communications**
  
- 5. Coaching**
  
- 6. Claims management**
  
- 7. Health & Wellness**

**Comment on other program elements:**

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**Safety Consultant Signature**

**Management Representative Signature**

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\_\_\_\_\_

**Date of Review:** \_\_\_\_\_

**Note to reviewer:** Leave copy with management representative; include copy with report confirmation.

# SPECIAL SAFETY RECOGNITION AWARD PROGRAM

The JIF safety motto is "***Safety First in All We Do,***" but safety is more than a motto. The success of the JIF safety programs depends upon the proactive approach to safety of each municipal Administration, department and individual employees.

The Special Recognition Award Program is designed to recognize departments, individuals or teams that go beyond the core requirements of the Safety Incentive Program or excel in a particular area of safety.

Tell us about improvements that have been made to safety operations, equipment or training, or what your department did to improve employee and/or public safety in your municipality. How are you changing the way you think about safety? Examples of such noteworthy contributions could include: safety newsletters, or innovative communication programs, safety awareness campaigns, process changes that help reduce accidents, outstanding individual efforts, exceptional training efforts, attainment of specialized safety related designations, etc.

**Nominations should be submitted to the Safety Director's Office on the enclosed form by December 31, 2012.** Use additional pages if necessary. Photographs, write-ups or other documentation may be submitted, but are not required. We suggest that any nominations be discussed with your Safety Committee. Fill out a separate form for each person or department being nominated.

## **Nomination Form**

Each Administrator, Fund Commissioner or Safety Coordinator should fill out the nomination form on the following page to nominate the department(s) or individuals who significantly contributed to safety efforts in your town.

**BURLINGTON COUNTY MUNICIPAL JOINT INSURANCE FUND  
2012  
SPECIAL SAFETY RECOGNITION PROGRAM**

**Municipality:**

**Name of Department(s) or Individual being nominated:**

**Provide description of why this Department(s) or individual is being nominated for this award. Use additional pages if necessary. Photographs, write-ups or other documentation may be submitted, but are not required.**

**Was this nomination discussed with the Safety Committee? If so, when?**

**Signature of Person submitting nomination:**

**Position / Title:**

**Printed name of person submitting nomination:**

**Date:**

**Submit this form by December 31, 2012  
J. A. Montgomery Risk Control, Attn: Karen La Sala  
231 Main Street, PO Box 2017  
Toms River, New Jersey 08754  
E-mail [klasala@jamontgomery.com](mailto:klasala@jamontgomery.com) or Fax 732-660-5026**