

MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND

***2016* SAFETY & COMPLIANCE PROGRAM**



January 1, 2016

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INTRODUCTION

The 2016 Safety & Compliance Program has been developed by the Executive Safety Committee to help members promote safety and assist with compliance and regulatory training plans. Good safety programs benefit the entire community: fewer accidents result in lower costs, less workplace disruptions and better employee morale.

WHAT'S NEW FOR 2016

There is greater emphasis on strains and sprain prevention. Additional resources have been provided for Public Works, Police and Water & Sewer operations. Regulatory templates have now been posted to the Monmouth JIF website, under the Safety Tab. These programs can be customized and adopted by your community, and include CDL, Fleet Safety and Model Work Zone Safety Programs, as well as traditional regulatory programs. There are also additional resources included on Playground Safety.

GENERAL CRITERIA

- 1. Appoint Safety Coordinator / MSI Training Administrator.**
- 2. Keep all your safety program records on site, including Safety Committee Minutes, hazard inspections, training records, job site observations, etc. Set up a central location for your records that will be available for review by the JIF Safety Consultant during on-site visits. Be sure to include copies of your written regulatory programs. Consider using a notebook, drop file or file drawer – whatever best suits your needs.**
- 3. Establish Safety Committee that meets at least quarterly. Maintain written agenda and Minutes and Include delegates from all major departments.**
- 4. At least once a year, members are asked to put “Safety on the Council Agenda” so your governing body is aware of your efforts.**
- 5. Complete all outstanding Suggestions for Improvement promptly.**
- 6. Establish motor vehicle fleet safety program that includes:**
 - a) Annual MVR checks for all employees who operate motor vehicles on municipal business.**
 - b) Policies to comply with State and Federal CDL requirements.**
- 7. Send delegates to Regional Training and Police programs offered by Monmouth JIF.**
- 8. Maintain or improve your accident frequency rate.**

DEPARTMENT CRITERIA

- 1. Conduct hazard inspections and department self-inspection checklists at regular intervals.**
- 2. Perform Job Site Observations at least four times per year.**
- 3. Appoint a delegate to the Safety Committee.**
- 4. Encourage supervisors to make a “daily safety contact” with employees.**
- 5. Maintain department safety bulletin board.**
- 6. Stay current on training, including**
 - a) New Employee Orientation.**
 - b) Regulatory safety training (MSI or comparable)**
 - c) Tool Box/ roll call / drill night / safety videos**
 - d) Regional / Police training.**
- 7. Investigate all accidents**
 - a) Prompt reporting within 3 days**
 - b) Complete supervisors investigation report**
 - c) Review investigations during Safety Committee meeting and assign action items for follow up.**

PREVENTING STRAINS & SPRAINS

Strains and sprain injuries are a leading cause of loss for municipal workers. These injuries result in lost time injuries and significant costs to the JIF. What can you do to prevent strains and sprains and keep yourself safe.

Before the loss - Evaluate Risk Factors

- Poor conditioning. Lack of conditioning can leave your muscles weak and more likely to suffer injury.
- Fatigue. Tired muscles are less likely to provide good support for your joints. When you're tired, you're also more likely to succumb to forces that could stress a joint or overextend a muscle.
- Improper warm-up. Properly warming up before vigorous physical activity loosens your muscles and increases joint range of motion, making the muscles less tight and less prone to trauma and tears.
- Environmental conditions. Slippery or uneven surfaces can make you more prone to injury.
- Poor equipment. Ill-fitting or poorly maintained footwear or other personal protective equipment can contribute to your risk of a sprain or strain.

Prompt reporting and investigation

- a. Fact finding - not fault finding
- b. Repeat offenders
- c. Fitness for duty
- d. Focus investigations
- e. Focus your claim investigations for more serious strains and sprains and possible Ergonomic evaluation of tasks

Cooperate with your recovery, including modified duty / early return to work plans

JIF resources

- Tool box topics - Monthly topics provided
- Suggested video / DVD resources. Here are some suggested resources from the MEL Media Library that can help you with this topic.
 - [#4700 - Stretching Out at Work](#)
 - [#4701 - Muscle Strains and Sprains](#)
 - [#500 – Back Safety: Lift Well, Live Well](#)
 - [#501 – Back Injury Prevention Through Exercise](#)
 - [#502 – Stop & Think.. To Avoid Back Pain](#)
 - [#503 – Back Safety](#)
 - [#504 – Back Injury Prevention](#)
 - [#505 – Preventing and Managing Back Pain](#)

Conduct Job Site observations –

Attend Regional Training –

**DEPARTMENT-SPECIFIC RECOMMENDATIONS:
TRAINING & REGULATORY PROGRAMS**

Public Works	
Regulatory Training	Regulatory Compliance Plans
<input type="checkbox"/> Bloodborne Pathogens <input type="checkbox"/> Confined Space <input type="checkbox"/> Hazard Communication / Global Harmonization System (GHS) <input type="checkbox"/> Hearing Conservation <input type="checkbox"/> Lock Out/Tag Out (Control of Hazardous Energy) <input type="checkbox"/> Personal Protective Equipment / Hazard Assessment	<input type="checkbox"/> RTK Central File <input type="checkbox"/> Confined Space Entry Plan <input type="checkbox"/> Lock-Out Tag-Out Plan <input type="checkbox"/> Exposure Control Plan (BBP) <input type="checkbox"/> Emergency Action Plan <input type="checkbox"/> PPE / Hazard Assessment Plan <input type="checkbox"/> Indoor Air Quality Plan <input type="checkbox"/> Respiratory Protection Plan <input type="checkbox"/> Hearing Conservation Plan

Public Works Additional Recommended Resources

- **Online Learning** – click on to <http://www.njmel.org/> and hit the MSI Logo at the top. Log in and go to the MSI Online Training courses to register and complete the following courses.

Avoid Back Pain	Fire Safety
Bloodborne Pathogens	Hazard Communication & the Globally Harmonized System
Crossing Guard Training	New Employee Safety Orientation
Crush Zone	Office Safety - Perils and Pitfalls
Ethics in Local Government	Survival Driving - Emergencies and Natural Disasters

- **Online Videos**– go to <http://www.njmel.org/> Click on “Videos” Open Online videos, enter password “mel,” and click login and select the online video topic of your choice.
- **Conventional Videos** – click the **MEL Media Library** to view a complete listing of the safety, education and training videos available for MEL Members. Order by phone, fax or voice for delivery of DVDs to your workplace.
- **Tool Box Topics** - for suggestions go to <http://www.njmel.org/> and select the “Safety” Tab. Scroll down to “Tool Box Talks and pick the subject in which you are interested.

Parks & Recreation	
Regulatory Training	Regulatory Compliance Plans
<ul style="list-style-type: none"> <input type="checkbox"/> Bloodborne Pathogens <input type="checkbox"/> Personal Protective Equipment <input type="checkbox"/> Hazard Communication / Global Harmonization System (GHS) <input type="checkbox"/> Concussion Training (CDC Website) recommended 	<ul style="list-style-type: none"> <input type="checkbox"/> RTK Central File <input type="checkbox"/> Exposure Control Plan (BBP) <input type="checkbox"/> PPE / Hazard Assessment Plan <input type="checkbox"/> Indoor Air Quality Plan <input type="checkbox"/> Emergency Action Plan

2B2B Building & Facilities Maintenance

Regulatory Training

- ☐ Bloodborne Pathogens
- ☐ Hazard Communication / Global Harmonization System (GHS)
- ☐ Hearing Conservation
- ☐ Lock Out/Tag Out (Control of Hazardous Energy)
- ☐ Personal Protective Equipment / Hazard Assessment

Regulatory Compliance Plans

- ☐ RTK Central File
- ☐ Lock-Out Tag-Out Plan
- ☐ Exposure Control Plan (BBP)
- ☐ Emergency Action Plan
- ☐ PPE / Hazard Assessment Plan
- ☐ Indoor Air Quality Plan
- ☐ Respiratory Protection Plan
- ☐ Hearing Conservation Plan

Police	
Regulatory Training	Regulatory Compliance Plans
<input type="checkbox"/> Bloodborne Pathogens <input type="checkbox"/> Confined Space awareness <input type="checkbox"/> Hazard Communication / Global Harmonization System (GHS) <input type="checkbox"/> Hazmat Awareness <input type="checkbox"/> Hearing Conservation (for fire arms) <input type="checkbox"/> Personal Protective Equipment / Hazard Assessment <input type="checkbox"/> Crossing Guard training	<input type="checkbox"/> RTK Central File <input type="checkbox"/> Confined Space Entry Plan <input type="checkbox"/> Exposure Control Plan (BBP) <input type="checkbox"/> Respiratory Protection Plan <input type="checkbox"/> Emergency Action Plan <input type="checkbox"/> PPE / Hazard Assessment Plan <input type="checkbox"/> Indoor Air Quality Plan

Law Enforcement Additional Recommended Resources:

- **Conventional Videos** – click the MEL Media Library to view a complete listing of the safety, education and training videos available for MEL Members. Order by phone, fax or voice for delivery of DVDs to your workplace. For Law Enforcement - Police: In the Line of Duty Series is strongly suggested.
- **Online Learning** – click on to <http://www.njmel.org/> and hit the MSI Logo at the top. Log in and go to the MSI Online Training courses to register and complete the following courses:

Avoid Back Pain	Fire Safety
Bloodborne Pathogens	Hazard Communication & the Globally Harmonized System
Crossing Guard Training	New Employee Safety Orientation
Crush Zone	Office Safety - Perils and Pitfalls
Ethics in Local Government	Survival Driving - Emergencies and Natural Disasters

- **Crossing Guard Resources** - go to <http://www.njmel.org/> and select the “Safety” Tab. Scroll down to “Crossing Guards” for links to the many resources available.

Office of Emergency Management (OEM)	
Regulatory Training	Regulatory Compliance Plans
<input type="checkbox"/> Hazard Communication / Global Harmonization System (GHS) <input type="checkbox"/> Bloodborne Pathogens <input type="checkbox"/> Hazmat Awareness (or higher) <input type="checkbox"/> Work Zone / Flagger	<input type="checkbox"/> RTK Central File <input type="checkbox"/> Indoor Air Quality Plan <input type="checkbox"/> Emergency Action Plan

Beach Patrol/ Lifeguards	
Regulatory Training	Regulatory Compliance Plans
<input type="checkbox"/> Hazard Communication / Global Harmonization System (GHS) <input type="checkbox"/> Bloodborne Pathogens	<input type="checkbox"/> Exposure Control Plan (BBP) <input type="checkbox"/> PPE / Hazard Assessment Plan <input type="checkbox"/> Emergency Action Plan

Fire Department	
Regulatory Training	Regulatory Compliance Plans
<ul style="list-style-type: none"> <input type="checkbox"/> Bloodborne Pathogens <input type="checkbox"/> Confined Space (if rescuers) <input type="checkbox"/> Hazard Communication / Global Harmonization System (GHS) <input type="checkbox"/> Lock Out/Tag Out (Control of Hazardous Energy) <input type="checkbox"/> Personal Protective Equipment / Hazard Assessment <input type="checkbox"/> Work Zone / Flagger 	<ul style="list-style-type: none"> <input type="checkbox"/> RTK Central File <input type="checkbox"/> Confined Space Entry Plan <input type="checkbox"/> Exposure Control Plan (BBP) <input type="checkbox"/> Respiratory Protection Plan <input type="checkbox"/> Emergency Action Plan <input type="checkbox"/> PPE / Hazard Assessment Plan <input type="checkbox"/> Indoor Air Quality Plan

EMS	
Regulatory Training	Regulatory Compliance Plans
<input type="checkbox"/> Bloodborne Pathogens <input type="checkbox"/> Confined Space (If rescuers) <input type="checkbox"/> Respiratory Protection <input type="checkbox"/> Hazard Communication / Global Harmonization System (GHS) <input type="checkbox"/> Hazmat Awareness <input type="checkbox"/> Personal Protective Equipment / Hazard Assessment <input type="checkbox"/> Work Zone / Traffic Control	<input type="checkbox"/> RTK Central File <input type="checkbox"/> Confined Space Entry Plan <input type="checkbox"/> Exposure Control Plan (BBP) <input type="checkbox"/> Respiratory Protection Plan <input type="checkbox"/> Emergency Action Plan <input type="checkbox"/> PPE / Hazard Assessment Plan <input type="checkbox"/> Indoor Air Quality Plan

Utility / Water & Sewer	
Regulatory Training	Regulatory Compliance Plans
<ul style="list-style-type: none"> <input type="checkbox"/> Bloodborne Pathogens <input type="checkbox"/> Confined Space <input type="checkbox"/> Hazard Communication / Global Harmonization System (GHS) <input type="checkbox"/> Hearing Conservation <input type="checkbox"/> Lock Out/Tag Out (Control of Hazardous Energy) <input type="checkbox"/> Personal Protective Equipment / Hazard Assessment <input type="checkbox"/> Work Zone / Flagger <input type="checkbox"/> Excavation & Trenching 	<ul style="list-style-type: none"> <input type="checkbox"/> RTK Central File <input type="checkbox"/> Confined Space Entry Plan <input type="checkbox"/> Lock-Out Tag-Out Plan <input type="checkbox"/> Exposure Control Plan (BBP) <input type="checkbox"/> Emergency Action Plan <input type="checkbox"/> PPE / Hazard Assessment Plan <input type="checkbox"/> Indoor Air Quality Plan <input type="checkbox"/> Respiratory Protection Plan <input type="checkbox"/> Hearing Conservation Plan

Office / Administrative Personnel	
Regulatory Training	Regulatory Compliance Plans
<input type="checkbox"/> Hazard Communication / Global Harmonization System (GHS) <input type="checkbox"/> Bloodborne Pathogens <input type="checkbox"/> Fire Prevention / Emergency Action <input type="checkbox"/> Office Safety	<input type="checkbox"/> RTK Central File <input type="checkbox"/> Indoor Air Quality Plan <input type="checkbox"/> Emergency Action Plan

TRAINING AIDS

SAMPLE DEPARTMENT TRAINING ATTENDANCE SHEET

SAMPLE DEPARTMENT TRAINING ATTENDANCE SHEET

TOPIC: _____

PRESENTED BY: _____ **MUNICIPALITY:** _____

DATE: _____ **Time:** _____ **Hours** _____

[illegible]

SAMPLE DEPARTMENT TRAINING RECORD

Period Covered: _____

MUNICIPALITY: _____ **DEPARTMENT:** _____

The following training topics were covered:

Topic / Format (ex. MSI class, Tool Box topic, video, roll call, drill night)	Date	# Attended

Report Submitted by: _____

Date submitted to Safety Coordinator: _____

SAFETY RECOGNITION AWARD: NOMINATION GUIDELINES

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 Monmouth JIF Safety Recognition Award Program is designed to recognize departments, individuals or teams in the following categories:

- Most improved – for members that have demonstrated improvements in their programs and / or accident rates. More than one member may qualify for this award.
- Extraordinary Effort – discretionary award for notable achievements and accomplishments based on recommendations of the Executive Committee
- Annual Safety Leadership – discretionary award for a member that has made safety a real priority, as determined by the Safety Director and Committee
- Mike Trotta Memorial Safety Award – discretionary award for an individual who has made consistent contribution to JIF safety programs by their long term efforts.

Nominations should be submitted to the Safety Director’s Office on the enclosed form by November 15, 2016. Use additional pages if necessary. Photographs, write-ups or other documentation may be submitted, but are not required. Nominations must be discussed with your Safety Committee. Administrator, Fund Commissioner or Safety Coordinator should fill out the nomination form on the following page to nominate the department(s) or individual(s) who significantly contributed to safety efforts in your town.

MEMBER SIZE CATEGORIES

Allenhurst	S	Marlboro	L
Allentown	S	Matawan	M
Atlantic Highlands	M	Middletown	L
Avon by the Sea	M	Monmouth Beach	S
Bradley Beach	M	Neptune City	M
Brielle	M	Oceanport	M
Deal	M	Red Bank	L
Eatontown	L	Roosevelt	S
Englishtown	S	Rumson	M
Farmingdale	S	Sea Bright	S
Hazlet	L	Sea Girt	M
Highlands	M	Shrewsbury Borough	M
Interlaken	S	Shrewsbury Twp.	S
Keyport	M	Spring Lake	M
Lake Como	S	Tinton Falls	L
Little Silver	M	Union Beach	M
Loch Arbour Village	S	Upper Freehold	S
Manalapan	L	Wall	L
Manasquan	M	West Long Branch	M

NOMINATION FORM**MONMOUTH JIF SPECIAL SAFETY RECOGNITION PROGRAM****Municipality:****Name of Department(s) or Individual(s) being nominated:**

Provide description of why this Department(s) or individual(s) 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 November 15, 2016 to:
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 or Fax 856-830-1496**