TO: Monmouth JIF Safety Coordinators, Fund Commissioners, & Risk Managers

FROM: Paul Shives, JIF Safety Director

DATE: February 2, 2026

RE: 2026 Safety Incentive Program

We are happy to announce the 2026 Safety Incentive Program (SIP). The SIP is distributed to all Safety Coordinators, Fund Commissioners, and Risk Managers via e-mail.

Two weeks before the annual report due date, you will receive an email from Danielle Sanders to submit your last 12 months of activities through Survey Monkey (an account is not needed to complete the survey).

Documentation should be maintained onsite for the JIF Risk Control Consultant to review during regular visits.

If there are any questions regarding the SIP, please contact the JIF Risk Control Consultant.

We look forward to a successful 2026!

SIP REPORT DUE DATE

January 15, 2027

SECTION I: Safety Committee Meetings

Internal safety committee meetings are a crucial component of an effective safety program, one that reduces worker injuries and property loss. The JIF is looking for the Safety Committee to include certain activities detailed below.

The entity must hold at least one internal Safety Committee meeting during the quarter, keeping minutes. The participation should include significant departments and divisions. Reports of safety activities within the departments, such as Facility Hazard Identification Inspections, Job Safety Observations, and training completed. Discussions of accidents/incidents/near-misses with the determination of the contributing and root causes and follow-up actions identified to help prevent reoccurrence, when possible.

20 points per year

SECTION II: Utilization of MEL Safety Institute (MSI) Courses.

MSI LIVE are real-time, instructor-led classes and webinars. Experienced instructors provide an interactive experience for the learner in a wide variety of safety and risk control topics. Most MSI LIVE offerings have been awarded continuing education credits for municipal designations and certifications. The MSI LIVE Catalog provides a description of the course, the intended audience, and available credits.

MSI NOW offers on-demand streaming videos and online classes that can be viewed 24/7 by our members. They pertain to many aspects of safety, risk control, employment practices, and supervision. Most are under 20 minutes in duration.

Additional activities include safety training outside the MSI offers, departmental Toolbox Safety Talks, Video Briefings, attending JIF Executive Safety Committee meetings, or Safety Director Workshops. Safety Initiatives are one of the most important activities a member can do to establish a safety culture.

1 point per event; 20 points max per year

SECTION III: Job Safety Observations (JSO)

All departments are encouraged to conduct Job Safety Observations (JSO) and identify ways to improve the efficiency and safety of the jobs. It is also an excellent opportunity to reinforce positive behaviors.

1 point each per JSO; 15 points max per year

SECTION IV: Facility Hazard Identification Inspections

All departments are encouraged to conduct Facility Hazard Identification Inspections of their facilities, equipment, and vehicles for minimum levels of safety. Maintain documentation of the inspections.

1 point each per inspection; 20 points max per year

SECTION V: Motor Vehicle Record Checks

Members must annually complete motor vehicle record checks for all employees, CDL Drivers, and Non-CDL Drivers, who drive on municipal business.

5 points annually

SECTION VI: Law Enforcement Initiative

Complete a Law Enforcement Initiative activity, which includes:

- Conducting a Police Chief Consultation with the JIF Law Enforcement Risk Control Consultant *5 points annually*
- Attendance by at least 2 members of the agency sworn personnel at an in-person MSI-sponsored course *5 points annually*
- Attendance by five (5) or more sworn OR civilian employees at one of the MSI online courses (including crossing guards) *5 points annually*
- Enrollment of at least ONE sworn member of the agency in the MEL Leadership Academy. *5 points annually*

20 points annually

Section VII: Bonus Points – Implementing Transitional Duty Program

All departments are encouraged to adopt a transitional duty program for employees on workers' compensation who qualify for transitional/light duty per the assigned doctor or licensed healthcare professional. A model transitional duty policy is available on the MEL website. *4 bonus points annually*

Implementation of the program – at least 60% utilization to get the 6 points. Utilization will be measured by: Total number of transitional duty use cases in 2026 ÷Total number of workers' compensation claims in 2026

Example: 3 transitional duty cases/5 total workers compensation claims = 60% utilization
Written verification may be requested *6 bonus points annually*

10 bonus points annually