

2020 SAFETY INCENTIVE PROGRAM QUARTERLY REPORT FORM

MUNICIPALITY:

Section I

Lost Time Accident Frequency

The member will receive 5 points annually for having a Lost Time Accident Frequency rate below the JIF average or for reducing their LTAF by 5% vs. their previous 3-year average.

5 points annually (the JIF Risk Control Consultant will verify LTAF)

Section II

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 of significant departments/divisions. Reports of safety activities within the departments (inspections, Job Safety Observations, training) reviewed. 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.

5 points per quarter

Date quarterly Safety Committee meeting was held:

Section III

Safety Initiatives

Complete a Safety Initiatives activity, which includes utilization of the MEL Safety Institute (MSI) as well as in-house safety activities. These initiatives can include but not limited to Instructor-led or online MSI Safety Training to address loss drivers or regulatory requirements, departmental Toolbox Safety Talks, MEL Media Library, attending JIF Executive Safety Committee meeting, 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; 5 points max per quarter

Number of training events completed during the quarter:

Section IV

Job Safety Observations (JSO)

All departments 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; 5 points max per quarter

Number of JSO:

Section V

Facility Hazard Identification Inspections

All departments are encouraged to inspect their facilities, equipment, and vehicles for minimum levels of safety. Maintain documentation of the inspections.

1 point each per inspection; 5 points max per quarter

Number facility inspections completed during the quarter:

Section VI

Law Enforcement Initiative

Complete one (1) Law Enforcement Initiative activity which includes conducting Police Chief Consultation with the JIF Law Enforcement Risk Control Consultant, or attending a J.A. Montgomery Law Enforcement seminar: Below 100, Practical Leadership Strategies, Risk Management for First-Line Supervisors, Career Survival for Police Officers, or any J.A. Montgomery sponsored law enforcement training event. If a member does not have a Police Department, Crossing Guard training will count for this section.

5 points annually

Law Enforcement Activity Conducted:

Section VII Motor Vehicle Record Checks

Members should annually complete motor vehicle record checks for all employees who drive on municipal business. Towns are encouraged to send drivers to MSI defensive driving classes.

5 points annually

Motor Vehicle Record Checks Completed On:

Section VIII Safe Patient Lifting for Emergency Responders

Members will train all emergency responders, volunteered, and career (Police, Fire, and EMS), with the MEL Safety Institute Safe Patient Lifting for Emergency Responders. The online program is available on-demand at <https://firstnetcampus.com/MELJIF2/entities/MEL/logon.htm>

5 points annually

Safe Patient Lifting for Emergency Responders Completed on:

Submitted By:

Title:

Date

**NOTE: PLEASE MAINTAIN DOCUMENTATION ON SITE TO BE REVIEWED
BY THE JIF RISK CONTROL CONSULTANT DURING REGULAR VISITS**

Quarterly report due dates will be as follows:

- **April 15, 2020**
- **July 15, 2020**
- **October 15, 2020**
- **January 15, 2021**