

# **MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND**

## ***2019* SAFETY & COMPLIANCE PROGRAM**



January 1, 2019

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## **MONMOUTH COUNTY MUNICIPAL JOINT INSURANCE FUND 2019 SAFETY & COMPLIANCE PROGRAM**

### **INTRODUCTION**

The 2019 Safety & Compliance Program has been developed by the **Executive Safety Compliance & Risk Management 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 2019**

In anticipation of changes to the federal CDL regulations in 2020, a new “model” CDL driver policy was formulated to assist municipalities in complying with the new standards. As part of the 2019 Safety and Compliance Program, all towns will be required to download the model policy from the NJ MEL website, consult with their municipal attorney, and, formulate and adopt a final policy that best suits the municipality’s needs. A copy of an appropriate Resolution adopted by the governing body must be submitted to the Safety Director as proof that the CDL policy has been updated to comply with the new regulations.

A second “model” policy was also formulated and posted to address municipal employees who operate township vehicles and equipment but do not require a CDL license to do so. As part of the 2019 Safety Incentive Program, all municipalities are required (at a minimum) to download the NON-CDL driver policy and advise the Safety Director, by filling out the appropriate form on page 4, if the town will be adopting a policy or not.

## **Certification – Model Drug and Alcohol Testing Policy for NON-DOT/CDL**

In my capacity as the Safety Coordinator for (Municipality) \_\_\_\_\_, I hereby certify that:

- On (date) \_\_\_\_\_, I downloaded and reviewed the Model Drug and Alcohol Testing Policy – NON-DOT/CDL Policy from the NJMEL Website and then discussed the policy with our Administrator OR governing body.
- The Administrator OR governing body: (please check one)
  - \_\_\_\_\_ Adopted the policy
  - \_\_\_\_\_ Did not Adopt the policy for NON-DOT/CDL Employees

If a policy was adopted, a copy of the policy is attached hereto. Please send to the following address

J. A. Montgomery  
231 Main Street  
P.O. Box 2017  
Toms River, NJ 08754  
Attn: Danielle Sanders

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Signature of Safety Coordinator

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Date

## **GENERAL CRITERIA**

1. Appoint Safety Coordinator / MSI Training Administrator.
2. Keep all your safety program records onsite, including Safety Committee Minutes, hazard inspections, training records, job safety observations, etc. Set up a central location for your records that will be available for review by the JIF Safety Consultant during onsite visits. Be sure to include copies of your written regulatory programs. Consider using a notebook, drop file or file drawer – whichever best suits your needs.
3. Establish a Safety Committee that meets at least quarterly. Maintain a 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 Joint Insurance Fund.
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 Safety 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) Toolbox/ roll call / drill night / safety videos
  - d) Regional / Police training
7. Investigate all accidents:
  - a) Prompt reporting within three days
  - b) Complete supervisors investigation report
  - c) Review investigations during Safety Committee meeting and assign action items for follow up.

## 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

### Additional Resources

- **Online Learning** – click on to <http://www.njmel.org/>
- **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.
- **Toolbox Topics** - for suggestions go to <http://www.njmel.org/> and select the “Safety” Tab. Scroll down to “Toolbox Talks” and pick the subject in which you are interested.
- **Sign up for the new NJ MEL App** on your smart device to receive announcements, bulletins, news and toolbox topics

<b>Parks &amp; Recreation</b>	
<b>Regulatory Training</b>	<b>Regulatory Compliance Plans</b>
<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	<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

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Building & Facilities Maintenance	
Regulatory Training	Regulatory Compliance Plans
<input type="checkbox"/> Bloodborne Pathogens <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"/> 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

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<b>Police</b>	
<b>Regulatory Training</b>	<b>Regulatory Compliance Plans</b>
<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

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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

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<b>Beach Patrol/ Lifeguards</b>	
<b>Regulatory Training</b>	<b>Regulatory Compliance Plans</b>
<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

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- **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.
- **Toolbox Topics** - for suggestions go to <http://www.njmel.org/> and select the “Safety” Tab. Scroll down to “Toolbox Talks” and pick the subject in which you are interested.
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<b>Fire Department</b>	
<b>Regulatory Training</b>	<b>Regulatory Compliance Plans</b>
<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	<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

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- **Toolbox Topics** - for suggestions go to <http://www.njmel.org/> and select the “Safety” Tab. Scroll down to “Toolbox Talks” and pick the subject in which you are interested.
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<b>EMS</b>	
<b>Regulatory Training</b>	<b>Regulatory Compliance Plans</b>
<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

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<b>Utility / Water &amp; Sewer</b>	
<b>Regulatory Training</b>	<b>Regulatory Compliance Plans</b>
<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	<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

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<b>Office / Administrative Personnel</b>	
<b>Regulatory Training</b>	<b>Regulatory Compliance Plans</b>
<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

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***SAMPLE DEPARTMENT TRAINING RECORD***

**Period Covered:** \_\_\_\_\_

**MUNICIPALITY:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**The following training topics were covered:**

<b>Topic / Format (ex. MSI class, Toolbox topic, video, roll call, drill night)</b>	<b>Date</b>	<b># Attended</b>

**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:

- Extraordinary Effort – discretionary award for notable achievements and accomplishments based on recommendations of the Executive Safety Compliance & Risk Management 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 – This is a special discretionary award, given for an individual who has made consistent contribution to JIF safety programs by their long term efforts. This award is not given every year.

**Nominations should be submitted to the Safety Director’s Office on the included form by November 15, 2019.** 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.

**MONMOUTH JIF SPECIAL SAFETY RECOGNITION PROGRAM**  
**Nomination Form**

**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, 2019 to:**  
**J. A. Montgomery Risk Control, Attn: Danielle Sanders**  
**231 Main Street, PO Box 2017**  
**Toms River, New Jersey 08754**  
**E-mail <mailto:dsanders@jamontgomery.com>**  
**or Fax 732-393-8034**