

# SAFETY INCENTIVE PROGRAM

**TO:** Safety Coordinators, Fund Commissioners, & Risk Managers  
**FROM:** Brian Maitland, JIF Safety Director  
**DATE:** February 1, 2024  
**RE:** 2024 Safety Incentive Program

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We are happy to announce the 2024 Safety Incentive Program (SIP). The SIP is distributed to all Safety Coordinators, Fund Commissioners, and Risk Managers via e-mail.

In 2024, members will not need to mail or fax any SIP documentation to the JIF Risk Control Consultant. Two weeks before the quarterly report due date, you will receive an email from Tina Zaverzence to submit your quarterly 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 2024!

## SIP QUARTERLY REPORT DUE DATE

April 15, 2024  
July 15, 2024  
October 15, 2024  
January 15, 2025

## 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.

*5 points per quarter*

## SECTION II: Safety Initiatives

[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](#) are 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; 5 points max per quarter*

## 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; 5 points max per quarter*

#### **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; 5 points max per quarter*

#### **SECTION V: Law Enforcement Initiative**

Complete a Law Enforcement Initiative activity which includes conducting a Police Chief Consultation with the JIF Law Enforcement Risk Control Consultant or attending a J.A. Montgomery Law Enforcement seminar, please visit [MSI Law Enforcement](#) for training programs and schedule.

If a member does not have a Police Department, Crossing Guard training will count for this section.

*10 points annually*

#### **SECTION VI: 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.

*10 points annually*