

**A RESOLUTION OF THE TOWNSHIP OF NORTH BRUNSWICK
ACCEPTING AND ADOPTING THE
CENTRAL JERSEY MUNICIPAL JOINT INSURANCE FUND'S
2024 SAFETY INCENTIVE PROGRAM**

WHEREAS, the Township of North Brunswick is a member of the Central Jersey Municipal Joint Insurance Fund (CENTRAL JIF); and

WHEREAS, it is the policy of the CENTRAL JIF to achieve the best and most practical degree of freedom from accidents and / or injuries; and

WHEREAS, the CENTRAL JIF endeavors to ensure that all of their members' employees, volunteers and public are provided with a safe and healthy environment, free from any recognized hazards; and

WHEREAS, the CENTRAL JIF endeavors to ensure that all of their members are in compliance with applicable safety and health requirements; and

WHEREAS, the CENTRAL JIF's Safety Committee is made up of representatives of the Fund's Municipalities, along with the professionals employed by the Fund; and

WHEREAS, the new Program will assist all the Central JIF members in becoming or maintaining compliance with all Public Employees Occupational Safety and Health (PEOSH) Requirements; and

WHEREAS, the CENTRAL JIF has adopted the new 2024 SAFETY INCENTIVE PROGRAM which should succeed in providing a safe, healthful and pleasant environment; and

NOW; THEREFORE, BE IT RESOLVED, that the Township Council of the Township of North Brunswick, County of Middlesex, State of New Jersey, does hereby authorize the adoption of the Central Jersey Municipal Joint Insurance Fund Safety Incentive Program.

Justine Progebin
Business Administrator

Ronald Gordon, Esq.
Township Attorney
Approved as to legal form

RECORDED VOTE:

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
MEHTA				
GUADAGNINO				
ANDREWS				
DAVIS				
SOCIO				
HUTCHINSON				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of North Brunswick at a meeting duly held on February 20, 2024.

Lisa Russo
Township Clerk



CENTRAL JERSEY
JOINT INSURANCE FUND
2024 Safety Incentive Program

This document provides the goals and instructions of the Fund's Safety Incentive Program. It includes important dates, forms, and templates for success.

Office of the Safety Director

Paul Shives, Vice President

Don Ruprecht, Assistant Director

Michael Brosnan, Law Enforcement Consultant

INTRODUCTION

Safety Incentive Programs promote and reward activities that safety professionals and business leaders agree help reduce injuries and losses. These activities include:

- Generating support and commitment from top managers
- Creating a team approach to meet safety goals
- Training managers and workers on the needed skills, knowledge, and attitudes
- Having open and purposeful conversations among all team members
- Investigating accidents and near-misses without blame, but demanding accountability.

The 2024 Central Jersey Joint Insurance Fund Safety Incentive Program (CJ SIP) breaks down loss control activities into two components; 1) performing a safety activity, and 2) documenting the safety activity. Performing the activity and recording the activity are two distinctly different tasks that often get confused, and can create a disincentive to a full commitment for all facets of loss control. Points are awarded separately for each of the two components. Safety activities seek to prevent or mitigate an accident from occurring. Documenting the safety activity is important after an accident to mitigate or learn from the loss.

Safety should not be thought of as an activity that must be performed once a week or month. The best safety is incorporated into everything every member of the team does.

Safety is a journey. The ultimate goal of a loss control program is to incrementally 1) increase the frequency of the safety activity in daily routines, 2) increase the effectiveness of the safety activity, and 3) better documentation of the safety activity. Increasing the frequency is the first goal. Once the habit of performing a safety activity is established at a high level, the second goal is to look to improve the effectiveness of the safety activity. In other words, performing the activity is a good start, but leaders should always be searching for ways to improve its effectiveness.

Members will be incentivized and rewarded for getting better in the three areas. The approach recognizes that while safety professionals know the activities of the SIP work, ***the member knows best how to incorporate the activities into their culture.*** We are here to help. Please contact the Office of the Safety Director with questions.

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<p>Michael Brosnan, Assistant Director Law Enforcement Consultant mbrosnan@jamontgomemry.com Office: 732-736-5243 Fax: 856-291-9675</p>	<p>Natalie Dougherty Senior Risk Operations Analyst ndougherty@jamontgomery.com Office: 856-552-4738 Fax: 856-291-9628</p>

HOW THE CENTRAL JERSEY JIF SAFETY INCENTIVE PROGRAM WORKS

Qualifying for full award requires a significant demonstration of commitment in all aspects of the Program by major departments. SIP elements are scored quarterly and require a minimum of 70 out of 100 points to qualify for an award.

Mandatory elements of the 2024 Safety Incentive Program

1. Governing body adopts a resolution agreeing to participate in the Program
2. Attendance at quarterly Executive Safety Committee meetings & workshops.
3. Members with CDL drivers must query the Clearinghouse and conduct Motor Vehicle Record checks at least once in 2024. Members must identify a Designated Employer Representative.
4. **NEW for 2024** 100% of managers and supervisors, and 90% of employees must attend the MSI LIVE Implicit Bias class during 2024.
5. **NEW for 2024 Bonus Category** The member adopts a Transitional Duty Policy similar to the [model program](#) on the MSI website. Each department will report their use of the **Transitional Duty Program**.

Important Dates

March 31, 2024 – Submit governing body Resolution agreeing to participate in SIP

April 12, 2024 – Submit 1st Quarter Safety Incentive Program Summary Report

July 12, 2024 – Submit 2nd Quarter Safety Incentive Program Summary Report

October 11, 2024 – Submit 3rd Quarter Safety Incentive Program Summary Report

January 2025 – 4th Quarter Safety Incentive Program Summary Report will be reviewed onsite.

Quarterly Elements of Program

1. Submit quarterly Safety Incentive Program reports by the designated dates to Natalie Dougherty at ndougherty@jamontgomery.com. Hard copies of the report are provided in this packet, and fillable forms are on the Fund's website.
 - The Program runs from January 1, 2024 to December 31, 2024.
 - Members will be provided with reviews of their Program during the year.
2. Safety Coordinators should keep documentation of safety activities by each department in a central location, available for review by the Fund's Safety Consultant. Safety activities include:
 - Minutes of Safety Committee meetings and accident / injury analysis
 - Formal training classes
 - Facility, vehicle, and equipment inspections
 - Job Site Observations / after-action debriefings
 - Toolbox Talks / Safety Briefings
 - Safety reports and updates to governing body
3. Elements of the Program will be reviewed during loss control visits with various departments. The Safety Consultant will work to secure a commitment of participation and discuss strategies for improvement in safety activities with department representatives.

Scoring Guide for Safety Activities and Documentation

Generate Support from Upper Management	
Mandatory element	Governing body adopted the Safety Incentive Program Resolution by March 31, 2024
Mandatory element	Officials, managers, and supervisors must attend the MSI LIVE Implicit Bias class.
10 points	Activity: at least 2 verbal reports about the safety programs or efforts will be presented to elected officials at a public meeting. One report should be in the 1 st or 2 nd quarter of the year, and at a minimum one follow-up report during the 3 rd or 4 th quarter.
	Documentation: Reports to the Council / Committee during public meetings should be reflected in the minutes of the public meetings.
Inspect Facilities, Vehicles and Major Equipment	
Mandatory element	Conduct regulatory inspections of CDL vehicles, fire extinguishers, and fire sprinkler systems as evidenced by Risk Control Consultant during loss control visits.
10 points	Activity: Conduct inspections of all major municipal buildings, playgrounds, non-CDL vehicles and other significant exposures.
5 points	Documentation: SOPs, checklists, forms and similar documents will be reviewed during loss control visits.
Conduct Motor Vehicle Record Checks & Clearinghouse Queries	
10 points	Conduct Motor Vehicle Record checks of all employees who operate department vehicles or personal vehicles on department business.
Mandatory element	Query the USDOT Drug & Alcohol Clearinghouse on all CDL drivers in the employ of the member.
Attend MSI or Formal Classroom Training	
Mandatory element	Complete regulatory safety training such as Bloodborne Pathogen and Fire Safety for affected employees, Attorney General-required training for law enforcement, and Division of Fire Safety-required training for fire service. This can be a combination of classroom, pre-recorded, and informal training.
5 points	Activity: Representatives of all major departments attend instructor-led classes, seminars, conferences, and similar interactive educational sessions of at least 1 hour duration on a regular basis.
Informal Training	
10 points	Activity: Department leaders should provide frequent and timely educational sessions of less than 1 hour that may include pre-shift / pre-assignment safety briefings, videos, and pre-recorded webinars to employees of all major departments.

5 points	Documentation: Sample sign-in sheets with training points, lesson plans, or similar notes of what was covered may be requested during loss control visits
Job Site Observations / Coaching	
10 points	Activity: Department leaders visit and observe various tasks being performed by employees (at least monthly for service agencies such as Public Works, Police, Recreation, and Fire; and at least quarterly for administrative agencies).
5 points	Documentation: Sample JSO forms, follow-up or debriefing notes, and similar documents shall be available for review during loss control visits.
Safety Committee Meetings and Accident / Injury Analysis	
20 points	Activity: Representatives of multiple departments (Public Works and Police are required) meet at least quarterly to discuss upcoming safety events, safety projects and goals, and analyze accidents / injuries for ways to improve the organization.
5 points	<p>Documentation: Minutes of the meeting will be electronically sent to Safety Director office after each meeting.</p> <p>Minutes should include upcoming safety events, reports on past safety events, department safety activities, discussion notes with lesson(s) learned from the accident / injury reviews and Action Items for the next meeting.</p>