



## **LOSS CONTROL & PREMIUM REDUCTION POLICY**

The following policy approved at the General Membership Meeting on March 28, 1995 was developed to provide greater financial stability to the Consortium by providing members with financial incentives for implementing specific loss control activities. These are designed to reduce their risks to workers' compensation exposure and ensure greater worker safety. The end result for members should be lower annual costs for workers' compensation.

This plan was developed with the acknowledgment of the diversity of size of members of the Consortium. The reduction of premiums will be based on the satisfactory completion of various elements of this policy. A maximum of five percent reduction in the premium would be available for the satisfactory completion of all elements. The percentage of premium reduction for each element is shown. Completion will be required for each fiscal year. In order to qualify for the reductions, members must submit evidence of completion of each element by April 1.

**REDUCTIONS WILL BE APPLIED TO THE FOLLOWING POLICY YEAR AND WILL BE DEDUCTED FROM THE FIRST CENTRAL FUND PAYMENT.**

### **I. Adoption of Safety Policy by Board of Education**

A reduction of 0.5% will be earned by members who have a Board adopted policy and name a Loss Control Administrator and Claims Coordinator.

Completion Date: An adoption of policy and appointment of Loss Control Administrator and a Claims Coordinator on or before September 15.

Adoption of a district Safety Policy by the local Board of Directors that incorporates elements of this plan would be the most effective way of making all staff aware that this matter is given serious attention by top management. (See Appendix A attached for sample document.)

Each member will be required to select a Loss Control Administrator and a "Claims Coordinator" for workers' compensation. The Loss Control Administrator should be appointed by the member's Board of Directors or the Superintendent. This individual should have the respect of the administration and supervisory levels within the organization. The Loss Control Administrator should be a management level staff member who has an interest in or knowledge of insurance and/or loss control.

The "Claims Coordinator" should be the person who is actually responsible for completing loss reports to the SDIC, or that person's supervisor. All "Employer's Reports of Injury" and subsequent reports should be submitted by the Claims Coordinator.

## **II. Safety Committee**

A deduction of 2.0% will be earned by members for a fully functioning safety committee as per SDIC criteria.

Completion Date: Safety Committees must be functioning by October 31 of the new fiscal year.

### **SDIC CRITERIA FOR SAFETY COMMITTEES**

Establishment of a district safety committee should follow the guidelines listed. Criteria will reflect the diversity of the SDIC members.

#### **A. The Safety Committee should:**

1. Be composed of at least one representative from major departments and should not exceed nine members. Members of this committee should come from the membership of department safety committees, if they exist, such as school safety committees, transportation, maintenance and/or food service committees. The chairperson of the district committee should be a management staff member selected by the superintendent or by the members of the safety committee.
2. Meet at least six times during the fiscal year, or as needed.
3. Develop a written agenda for each meeting.
4. Take and maintain minutes of each meeting. Minutes should be kept on file for SDIC review if necessary.

#### **B. Employee Representatives should:**

1. Be permitted to take reasonable time from work without loss of pay or benefits while on the committee. The administration should schedule committee meetings during normal working hours and provide coverage for members accordingly.
2. Serve a continuous term of at least one year to be elected/re-elected before October 1.

#### **C. Minimum Responsibilities of the Safety Committee:**

1. Evaluate and make written recommendations of employers' accident and prevention program.
2. Review self-inspections or inspections performed by assigned consultant(s).

3. Review monthly activity reports including loss runs. The committee will review all accidents and activity reports. The goal of the committee is to identify ways to prevent recurrence of these events, not to assign blame or become involved in disciplinary matters.
4. Discuss routine and special efforts to assure safety awareness in the various departments. The committee will produce written reports that identify specific programs implemented to reduce/prevent losses, problems with implementation of programs and future program goals.
5. Review all applicable training records, safety training programs for their effectiveness and recommend in-service training programs.

### **III. Posted Panel**

A reduction of 0.5% would be earned for completion of this section.

Completion Date: All members should have a posted panel on or before September 1.

The member must have a posted panel of at least six medical providers determined through the assistance of the SDIC. Each member must send the SDIC a copy of their current posted panel. Any requested changes to this list by the member must be coordinated through the SDIC.

### **IV. Alternative Employment**

A 2.0% reduction will be earned by members who provide the SDIC with a written statement that they will work cooperatively with the SDIC to return injured employees to modified/alternative employment.

Completion Date: Documentation of written agreement on or before September 1.

The statement and the good faith performance in cooperation by members with the SDIC staff to return claimants to alternative employment will render the member eligible for this reduction.

To qualify for this reduction, members are requested to provide a written statement agreeing to cooperate with the SDIC staff in returning injured employees to alternative employment within the school district. The return to alternative employment would be subject to approval from a physician that the claimant can return to a form of alternative employment at a level of compensation that would be acceptable to the employer and the SDIC. The statement form is attached for your use as Appendix B.

**V. On-site Safety Evaluations**

Completion Date: Self-Inspections are to be completed on or before November 30.

All members will be required to conduct an on-site safety self-inspection once during the fiscal year. Members who experience a significant increase in the number of claims will be required to authorize on-site safety inspection performed by a certified inspector selected by the SDIC. Members will be notified of this requirement when a trend in claims is detected. Evidence of a safety self-inspection will be required in order to qualify for the above reductions in the premium.

The SDIC will provide members with standard safety self-inspection forms for their use in compliance with this section. Guidance and assistance will be provided for all members with each of the above Loss Control items.

**MEMBERS WILL BE REQUIRED TO RE-CERTIFY COMPLETION OF ALL ELEMENTS EACH YEAR IN ORDER TO QUALIFY FOR REDUCTIONS TO THEIR CENTRAL FUND PAYMENTS FOR THE SUBSEQUENT FISCAL YEAR.**

**APPROVED POLICIES AND PROCEDURES  
INDEX NO. 6525**

**APPENDIX A**

Title: School District Safety Policy

Purpose: The School Board is committed to providing safe environment for students, employees and the general public.

Policy  
6525.00: In order to fulfill this commitment, it is our intention that:

1. All students and employees are provided reasonable safeguards to ensure safe educational and working conditions.
2. All instructional material, equipment, tools, machines and vehicles are maintained in good working condition.
3. Any unsafe condition or practice brought to the attention of an employee will be corrected if possible or reported to a member of the building safety committee.
4. We will continue to study and develop safe work practices and procedures.
5. We will continue to comply with federal, state and local laws regarding accident prevention.

Responsibility for developing, directing and coordinating all safety policies and activities rests with the District Safety Committee.

The success of our accident prevention program depends on the continuing and sincere efforts of all members of the \_\_\_\_\_ community.

Procedure:  
6525.01 District Safety Committee:

The District Safety Committee shall oversee the implementation of the Safety Policy, encourage safety awareness, investigate accidents, conduct inspections, and make recommendations concerning safety-related concerns. This committee shall be appointed by the Superintendent and should represent a cross-section of the District staff. The committee shall include 10 to 12 members, including the Superintendent and Business Administrator. The chairperson of the committee shall be designated by the Superintendent.

Procedure:  
6525.02 School Safety Committees:

Each District school shall have a safety committee that will assist with the implementation of the Safety Policy. This committee will interface with the District Safety Committee and will promote a safety awareness within each school. Elementary school safety committees shall include 3 to 5 rotating members. Secondary school safety committees will be appointed by the principal and will include the principal, head custodian and school nurse. The chairperson of the school safety committee will be designated by the principal.

Policy approved by Board of School Directors on \_\_\_\_\_

## STATEMENT REGARDING ALTERNATIVE EMPLOYMENT

The \_\_\_\_\_ hereby agrees that, as a matter of procedure, it will  
said named School District/Intermediate Unit  
cooperate with the SDIC in establishing alternative employment for injured employees at a level of  
compensation mutually acceptable and in a manner as prescribed by state laws and regulations.

It is understood that individual case circumstances will be considered in a good faith endeavor to  
establish alternative employment for injured employees and that there maybe cases whereby circumstances  
may preclude successful placement of individuals in alternative employment.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Signature