

**Safety Program Coordinator
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M E M O

TO: ALL DISTRICTS

FROM: Katherine Robinson

DATE: April 4, 2006

**SUBJECT: SAFETY ACTION PLAN
STATE COMPLIANCE REQUIREMENTS**

SDIC is in the process of contacting every member of the insurance pool regarding your safety program. Colin Brigham from 1Source is our partner and consultant on this project. He has prepared a template for our use in developing and organizing your safety program.

If you are interested in completing this project using 1Source template guides, please call me and I will send them to you electronically, than you adapt your specific school district information to create your manual.

It is a requirement of PA Bureau of Workers' Compensation that every member be in compliance with the Rules and Regulations that govern the self insurance pools in Pennsylvania.

Any school district could be randomly selected for a state audit of your safety program. It has happened to one of our members and the fines issued can be very hefty.

You also have the option of having Colin Brigham come to your district and help you organize and bring all your information together in preparation of this manual.

Complete the Gap Analysis first to have an idea where your weaknesses are and what material you need to prepare in order to be in compliance.

If you have any questions please give me a call and I will be happy to help you.