

***AIPP REQUIREMENTS OF SELF-INSURED MEMBERS***  
***Subchapter C 129.402***

An individual self-insured employer “member” shall maintain an adequate accident and illness prevention program and maintain records for this program for the 3 most current fiscal years. The program shall include the following:

1. Safety policy statement
2. A designated accident and illness prevention program coordinator
3. Responsibilities for developing, implementing and evaluating the A/IP
4. Set Program goals and objectives
5. Methods for identifying and evaluating hazards and corrective actions
6. Recognize and evaluate industrial health & hygiene issues request services or surveys
7. Accident & Illness prevention orientation and training
8. Regularly review and update emergency action plans
9. Develop employee A/IP suggestion and communications procedures
10. Create employee involvement, workplace safety committees
11. Establish safety rules and methods for their enforcement
12. Methods for accident investigation, reporting and recordkeeping
13. Prompt availability of first aid, CPR and other emergency treatments
14. Methods for determining and evaluating their program effectiveness
15. Protocols or standard operating procedures  
ex. Electrical, fire, bloodborne pathogens, personal protective equipment

## ***SAFETY COMMITTEE REQUIREMENTS: Subchapter F 129.1001***

State Certification – Application for Certification of Workplace Safety Committee 5% premium discount.

### **Minimum eligibility requirements**

- a. The committee shall be in existence and operating for 6 full, consecutive calendar months prior to signing the application.
- b. The committee shall represent all primary operations of the workplace
- c. Shall be composed of a minimum of 2 employer representatives and 2 employee representatives
- d. Employer representative must have the authority or responsibility for: one or more Select or hire, remove or terminate and employee, direct employee performance, control the employee
- e. Employee representatives do not possess any authority
- f. Committee shall be composed of at least an equal number of employer and employee representatives
- g. Committee shall establish procedures that retain a core group of experienced members
- h. Employee representatives shall:  
Be permitted to take reasonable time from work to perform committee duties, join for a continuous term of 1 year.
- i. Records of member rotation shall be maintained for 5 years.

### **SAFETY COMMITTEE RESPONSIBILITIES**

1. Represent the A/IP concerns of employees
2. Review hazard detection and formulate proposals
3. Establish procedures for workplace inspections to locate and identify hazards
4. Conduct review of incidents resulting in injuries and complaints of health & safety hazards
5. Conduct follow-up evaluations of newly implemented health and safety equipment or procedures to assess their effectiveness.
6. Establish a program to allow members to obtain safety-related proposals

The committee shall meet at least monthly and shall additionally:

1. Develop operating procedures or rules for committee duties
2. Maintain membership lists
3. Keep written agenda for each meeting
4. Maintain committee attendance lists
5. Take and maintain minutes of each meeting, make available to all employees
6. Ensure that the reports, evaluations and proposals become part of the minutes
7. Make decisions by majority vote.

## **Committee Member Training**

Provide annual training for each committee member shall include:

- Hazard detection and inspection
- Accident Investigation and prevention
- Safety Committee structure and operation
- Other health concerns specific to the type of business

Members are responsible for providing verification of training sessions:

Names, dates, time period, location, methodology, topic and credentials of person providing the training.

Documentation must be retained for 5 years.