



Scope

This policy¹ applies at the Trust level and at the member level.

Purpose

PennPRIME Workers' Compensation Trust (PennPRIME or Trust) is a member-driven, self-insurance trust that works with, and is owned exclusively by, Pennsylvania municipal entities. PennPRIME realizes that all members must work together to reduce risk and that PennPRIME's role is to set standards and provide leadership and technical assistance to its members.

This Accident and Illness Prevention Program (AIPP) is intended to be a tool for setting standards and describing services provided by PennPRIME. It is also intended to provide compliance with the requirements of the Pennsylvania Department of Labor and Industry Workers' Compensation Health and Safety Law (Title 34, Chapter 129, Subchapter D Group Self Insurance Fund's Accident and Illness Prevention Programs).

The objectives of this AIPP are to:

- Insure that the interests of PennPRIME are protected by requiring and monitoring minimum loss control standards for members.
- Support the achievement of quality, effective loss control programs conducted by members through ongoing educational and technical assistance.

Trust-Level Responsibilities

PennPRIME and its Board of Trustees are committed to helping its members provide a safe work environment for all member employees, elected officials, volunteers, and to the general public. PennPRIME provides its members with information, training in a variety of formats/options, policies, and other forms of guidance and assistance to ensure the members are well equipped to foster a culture of safety at each of their municipalities.

This AIPP represents standard, widely-accepted safety practices to which PennPRIME expects its members to adhere and continuously improve. The AIPP also reinforces Loss Control Standard #1 – Commitment to Safety/Risk Management.

¹ The content of this policy is based upon the following regulations:

- Pennsylvania Title 34, Part VIII, Bureau of Workers' Compensation – Chapter 129, Subchapter D §129.452; Group Self-Insurance Fund's AIPP Requirements
- PennPRIME Workers' Compensation Amended Agreement of Trust 2013; Article 5, Section 5.7
- PennPRIME Loss Control Standard #1 – Commitment to Safety/Risk Management



Member-Level Responsibilities

In order to be effective, Safety/Risk Management must come from the top down. Commitment demonstrated by action from top management is necessary for continual improvement.

Each member must:

- Have a written statement of senior management support for employee Safety and Risk Management which is approved by its governing body.
- Post their statement in a public location and communicate their statement to employees annually.

Statements should be concise and include language regarding safety of employees and the public at large, the protection of property, and a commitment to action.

Example #1

[Name of Entity] recognizes its responsibility to the safety of its employees, citizens, volunteers, contractors and the protection of its assets. To fulfill this continual obligation, we are committed to ensuring that the identification, evaluation, prioritization, and cost-effective control of risks are an integral part of all operations of the organization. Elected officials, operational managers, employees, volunteers, and contractors will be held accountable for effecting these goals.

Example #2

[Name of Entity] elected officials and operational management are committed to promoting a culture that encourages Safety and Risk Management at all levels of the organization by providing:

- Clear expectations and follow through,
- The appropriate resources to effectively control risks associated with employee and public safety and protection of property, and
- Properly trained leadership, management and employees.

All elected officials, managers, employees, volunteers, and contractors are expected to execute the objective that the most efficient, and only acceptable way, to complete any task is by purposefully minimizing risk.



Element 1 – Safety Policy Statement

Replace this page with your entity's safety policy statement which was approved by PennPRIME and the resolution which was approved by your elected officials.