



Scope

This policy¹ applies only at the Trust level. Member responsibilities are defined in Element 3 – Assignment of AIPP Responsibilities.

Purpose

To designate an AIPP Coordinator at the Trust Level.

Trust-Level Responsibilities

PennPRIME designates the person holding the title of Manager of Loss Control as the Trust's AIPP Coordinator. The responsibilities of the AIPP Coordinator are as follows:

- Developing and updating the Trust's Safety Policy Statement.
- Assigning responsibilities for developing, implementing, and evaluating AIPP.
- Developing and documenting AIPP goals and objectives for the Trust.
- Monitoring and assisting members with employee participation in AIPP.
- Monitoring and assisting member's documentation of procedures for communication of safety information to employees.
- Monitoring and assisting member's documentation of procedures for timely investigation of accidents, completion of required reports and recordkeeping.
- Monitoring and assisting member's conduct of onsite surveys to identify member's existing or potential accident and illness hazards or safety program deficiencies.
- Monitoring and assisting member's efforts to analyze information gathered during accident investigations and site surveys.
- Monitoring and assisting member's efforts to implement corrective action in the area of industrial hygiene and industrial health services.
- Consulting with members regarding employee safety.
- Monitoring and assisting member's conduct of preoperational process review for impact on employee safety.
- Identifying and utilizing additional qualified service providers as needed.

Member-Level Responsibilities

Member responsibilities are defined in Element 3 – Assignment of AIPP Responsibilities.

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 1, Section 1.1
- PennPRIME Workers' Compensation Amended Agreement of Trust 2013; Article 5, Section 5.7