



### **Scope**

This policy<sup>1</sup> applies at the Trust level and at the member level.

### **Purpose**

By empowering an individual with the authority to be responsible for Safety and Risk Management, a focused effort can be made by each member to identify, prioritize and control risks. The choosing of this person is critical to the success of member programs.

### **Trust-Level Responsibilities**

The Trust is responsible for maintaining a list of all member AIPP contacts, advising them on their role, and working with them towards continual improvement.

### **Member-Level Responsibilities**

Each member is required to:

- Designate a management-level person with the responsibility and authority to implement all Loss Control programs, including AIPP.
- Provide documentation that this responsibility has been assigned either through inclusion in a written job description, or through a resolution approved by your governing body.

Each Member's Safety/Risk Management Contact (AIPP Coordinator) is responsible for:

- Maintaining continual compliance to AIPP and all other PennPRIME Loss Control programs and implementing new requirements by the established deadline.
- Ensuring that all policies, procedures, and paperwork associated with AIPP and all other PennPRIME Loss Control programs are filed in a manner that can be retrieved immediately upon request.
- Reading all communications associated with AIPP and all other PennPRIME Loss Control programs and responding by the deadline.
- Contacting PennPRIME for assistance to allow adequate time for PennPRIME to provide the requested help.
- Communicating any changes in contact information or changes to status as the AIPP Coordinator (Safety/Risk Management Contact) in a timely manner to PennPRIME.

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<sup>1</sup> 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 #2 – Responsibility for Safety/Risk Management



## Element 3 – Assignment of AIPP Responsibilities

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On the line below, insert the **name and job title** of the person with the responsibility and authority to implement all Loss Control programs, including AIPP. This person will serve as the AIPP Coordinator and Safety/Risk Management Contact to PennPRIME.

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