



### **Scope**

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

### **Purpose**

The purpose of the policy is to ensure annual goals are established for both the Trust and its members. The goals should be directed toward achieving the overall objective of providing an increasingly safer work environment for all member employees.

### **Trust-Level Responsibilities**

By establishing goals and objectives for both the Trust and its members, continual safety progress can be achieved.

On an annual basis the PennPRIME Manager of Loss Control Services, with assistance from key Trust members and industry professionals, will review relevant proactive and reactive data. Information reviewed can include, but is not limited to: Workers' Compensation frequency/severity/cost claims data, observations from member site visits, industry trends, changes in regulatory requirements, effectiveness of proactive activities such as safety committee meetings and training, the types and number of member assistance requests, and knowledge of member challenges.

The Trust will then determine the desired outcome of the improvements to the program, formalizing them as goals to improve employee safety. Once these have been developed, specific actions and/or activities will be identified that will contribute to achieving these goals. These will be evaluated regularly, and adjusted when necessary, to improve performance.

Communication to members will be ongoing and employ various methods including phone calls, emails, postcards, updates to the AIPP section of the PennPRIME website, webinars, member visits, articles in the newsletter (*PRIME Watch*), and sessions at the Annual Membership Meeting and Risk Management Conference.

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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



### 2019 Program Goals and Objectives

#### Trust-Level Goals

Provide assistance to each member so that they can achieve the following:

- Complete the AIPP survey to determine their strengths and weaknesses.
- Work with PennPRIME to develop a plan for improvement based on identified needs.
- Customize the AIPP manual to make it specific to their operations.

In addition, PennPRIME will:

- Develop topic-specific focus areas based on overall issues and challenges members are experiencing.
- Update this manual based on feedback provided by members and requirements from the State.

#### Member-Level Goals

All Trust members are encouraged to develop specific goals related to safety based on the goals set by the Trust. The AIPP Coordinator (Safety/Risk Management Contact) for each member is responsible for ensuring the following Member-Level goals are achieved:

- After reviewing the PennPRIME AIPP Procedures Manual, complete the AIPP survey to identify areas of the program that your entity can improve upon, and develop an action plan to address them.
- Work with PennPRIME to develop a plan for improvement based on identified needs.
- Customize the AIPP Procedure Manual per the instructions and assistance from PennPRIME.
- **Add your entity's additional safety goals and objectives below:**

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