



Scope

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

Purpose

In order to effectively establish a culture of safety, the Trust and all levels of each member's workforce must be involved in proactively implementing and maintaining safety procedures.

Trust-Level Responsibilities

PennPRIME is fully committed to the engagement of members in the development and implementation of the AIPP Program. The primary method by which this occurs is through election to the Board of Trustees, which is the governing body of the Trust. Duties of the Trustees include the following, which are relevant to member involvement and engagement in AIPP:

- Establishing loss control procedures consistent with the requirements of the Act and advising and educating members in loss control and risk reduction.
- Determining the general policy for operation of the Trust that shall be followed by all committees, officers, agents and independent contractors employed by the Trust, the Administrator or the Trustees on behalf of the Trust.
- Taking any action necessary for the Trust to be deemed by the Bureau of Workers' Compensation or the Department of Labor and Industry to be in compliance with the rules governing group self-insurance funds established pursuant to The Pennsylvania Workers' Compensation Act.

Member-Level Responsibilities

Members need to seek involvement and input from their employees on a formal and informal basis. This involvement not only assures that employees are engaged in AIPP, but also assists the member's AIPP Coordinator. Since this person is not dedicated solely to AIPP, such delegation ensures that tasks are being completed with limited disruption to all employees' other duties and that all employees understand the importance of their personal participation in AIPP.

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
- Pennsylvania Title 34, Part VIII, Bureau of Workers' Compensation – Chapter 129, Subchapter F §129.1005; Workplace Safety Committee Responsibilities
- PennPRIME Workers' Compensation Amended Agreement of Trust 2013; Article 3, Section 3.1
- PennPRIME Workers' Compensation Amended Agreement of Trust 2013; Article 5, Section 5.7



Element 5 – Employee Involvement Methods

It is strongly recommended that each member establish at least two methods by which this activity can occur. The PennPRIME Manager of Loss Control Services will work with all members to encourage this activity. Some examples include the following:

1. Development of a Safety Committee that assures at least half of its members are employees not engaged in supervision or management of the member's affairs. The activities of the Safety Committee should include, but are not limited to: incident investigations, hazard inspections and policy/program development and implementation.
2. For members with Safety Committees, engage participation of one employee that is not formally on the Safety Committee to attend one Safety Committee meeting as a guest. Rotate a different employee monthly.
3. Participation by employees in the annual and monthly hazard inspections of the member's facilities. This would include: conducting the actual inspection, helping to develop the inspection checklists that are used, correcting the identified hazards, assisting in formulating solutions to challenging issues, or review of the completed checklists to identify and assure that hazards are corrected.
4. Participation of employees in accident/incident investigations involving their department or job tasks. This would include: assisting in developing written procedures, reviewing current procedures and modifying them as necessary, recommending personal protective equipment, communicating changing in procedures to coworkers, and researching sources of training.
5. Participation of employees in the initial development of, or regular review of, job safety analysis.
6. Participation of employees in safety awareness promotions such as writing articles for the member's or PennPRIME's newsletter, designing or purchasing safety posters, developing topic-specific safety bulletins to be distributed throughout the member's workforce, development of five-minute, department-specific safety talks.
7. A method by which employees can report hazards or concerns outside of the formal hazard inspection process. This could include development of a "Safety Suggestion Box" where employees can place safety program suggestions with the option of confidentiality. The box should be regularly monitored by appropriate person. Feedback about the outcome of suggestions should be communicated to employees. It could also include an "open-door" policy by the person implementing the Loss Control Program that encourages employees to report safety concerns with the option of confidentiality. Another option is to implement a formal policy that assures all supervisory personnel actively seek out employee concerns and report them as needed.

Circle all of the numbers in the list above that apply to your entity with regard to employee involvement.



Element 5 – Employee Involvement Methods

List other employee involvement methods used by your entity.
