



**SUSQUEHANNA
MUNICIPAL TRUST**

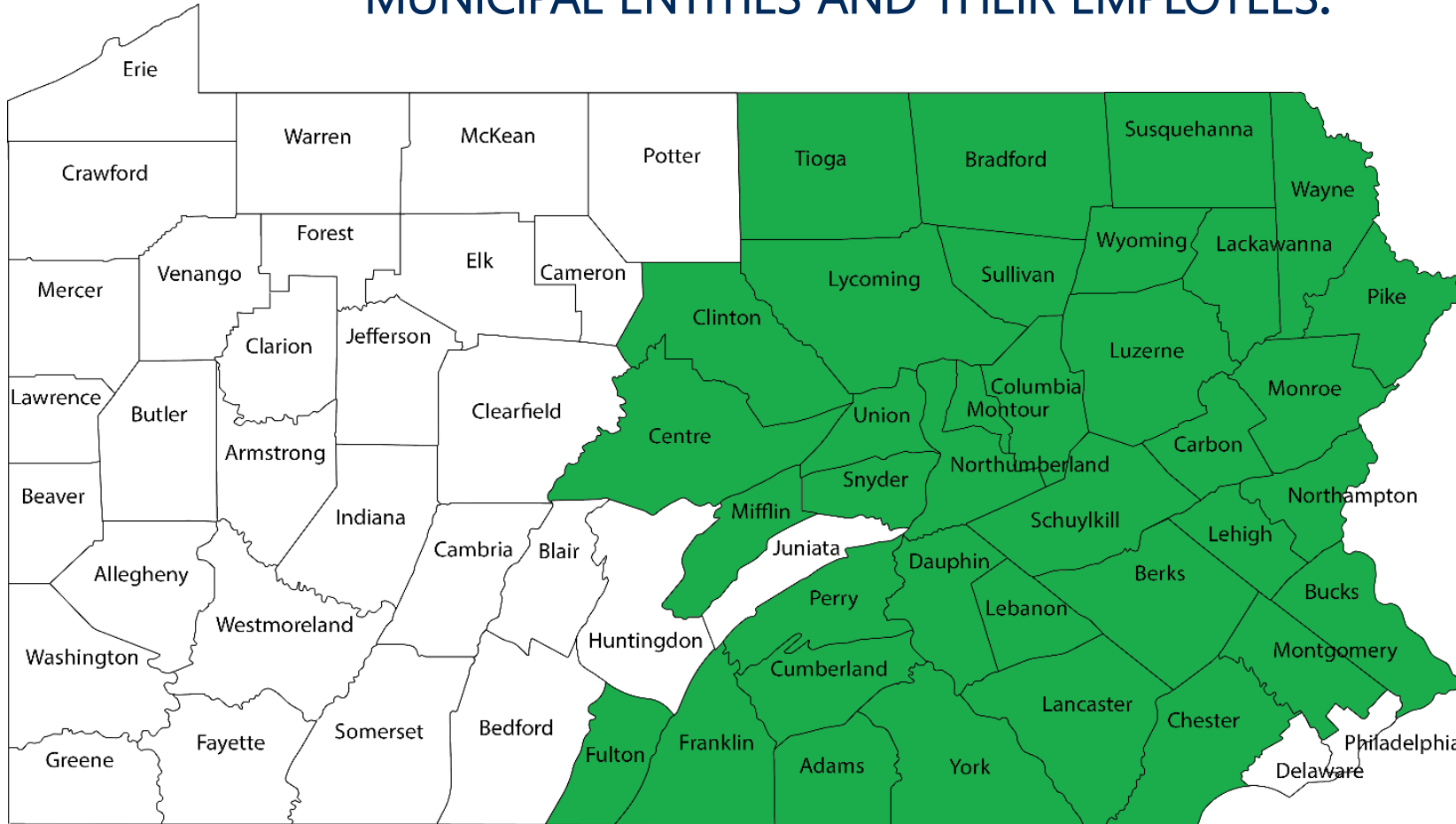
**THE SMT ACCIDENT &
INCIDENT PREVENTION
PROGRAM (SAFETY)
MANUAL TEMPLATE**

FEBRUARY 27, 2025



BENECON

A PREMIER GROUP SELF-FUNDED WORKER'S COMPENSATION PROGRAM FOR PENNSYLVANIA MUNICIPAL ENTITIES AND THEIR EMPLOYEES.



**81 MEMBERS WITHIN A
36-COUNTY SERVICE AREA**

1995~2025

CELEBRATING 30 YEARS!

**ADMINISTERED IN PARTNERSHIP
WITH BENECON**

AGENDA

- ❑ WHAT IS AN AIPP MANUAL?
- ❑ ELEMENTS TO AN AIPP MANUAL.
- ❑ SMT'S AIPP MANUAL TEMPLATE.
- ❑ WHERE TO FIND THE SMT AIPP MANUAL TEMPLATE.
- ❑ MAINTAINING AN AIPP MANUAL.

WHAT IS AN AIPP MANUAL?



AIPP MANUAL:

DEFINITIONS



ACCIDENT & INCIDENT PREVENTION PROGRAM:
AN ORGANIZATION'S SAFETY MANUAL



A COLLECTION OF SAFETY ELEMENTS REQUIRED BY
THE PA WORKERS' COMPENSATION ACT.



A WRITTEN COMMITMENT TO PROVIDE SAFE
WORKING CONDITIONS TO EMPLOYEES.

AIPP MANUAL:

SMT MEMBER REQUIREMENT

- As participants in a group self-funded workers' compensation insurance program in PA, SMT members are required to have an up-to-date AIPP Manual.
- The member's AIPP Manual must conform to current PA Department of Labor & Industry standards.
- The member's AIPP Manual must be on file with SMT and reviewed & updated as necessary.

AIPP MANUAL ELEMENTS: COMPLIANCE REQUIREMENTS

1. SAFETY POLICY STATEMENT
2. DESIGNATED AIPP COORDINATOR
3. ASSIGNMENT OF RESPONSIBILITIES
4. GOALS & OBJECTIVES
5. WORKPLACE HAZARD ID & MITIGATION POLICY
6. INDUSTRIAL HEALTH & HYGIENE: SERVICES
7. INDUSTRIAL HEALTH & HYGIENE: SURVEY
8. AIPP ORIENTATION & TRAINING
9. EMERGENCY ACTION PLANS
10. EMPLOYEE SUGGESTION PROGRAM
11. EMPLOYEE INVOLVEMENT IN AIPP ACTIVITIES
12. SAFETY RULES & METHODS OF ENFORCEMENT
13. ACCIDENT INVESTIGATION
14. AVAILABILITY OF EMERGENCY TREATMENTS
15. PROGRAM EVALUATION POLICY
16. SAFE PRACTICE PROTOCOLS



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AIPP MANUAL TEMPLATE

SMT COMMITMENT TO
MEMBERS

- SMT's AIPP Manual template is a complete sample manual for an organization to review, adapt, and adopt.
- SMT's AIPP Manual template includes standards reflecting a responsibility to help reduce frequency and severity of workplace accidents.
- SMT's AIPP Manual template is customizable to an organization's unique workplace needs.



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SMT'S AIPP MANUAL TEMPLATE:

OVERVIEW



MEETS ALL PA WORKERS' COMPENSATION ACT REQUIREMENTS.



ALLOWS FOR CUSTOMIZATION TO AN ORGANIZATION'S UNIQUE NEEDS.



REFORMATTED AND UPDATED BY SMT AS NEEDED.

SMT'S AIPP MANUAL TEMPLATE: LANGUAGE

- Language provided is based on industry best practices and input from safety experts.
- Information in template represents minimum safety protocols for all required sections.
- Members may adopt or adapt language in each section as needed.

SMT'S AIPP MANUAL TEMPLATE: CUSTOMIZATION

- Text in template **highlighted in yellow** may be customized to your organization.
- Customization instructions are included with the SMT AIPP Manual template.
- Italicized *"Purpose Statements"* at top of each section are for internal guidance — they are not required to be included the AIPP Manual.

SMT's AIPP MANUAL TEMPLATE: CONTENTS

1. Safety and Loss Control Policy

Purpose: To express the organization's philosophy regarding accident and illness prevention. It should serve as the foundation for the organization's Accident and Illness Prevention Program activities. The statement should be signed by a top official and communicated to all employees.

It shall be the policy of **Municipality** to institute and maintain an active Safety and Loss Control Program — also known as the Accident and Illness Prevention Program (AIPP) — to ensure that employees have a safe work environment. The prevention of occupationally induced injuries and illnesses is given top priority by this organization. **Municipality** recognizes that it must promote an attitude of safety consciousness that permeates every level of the organization.

The Safety and Loss Control Program or AIPP shall be inclusive of the following elements:

- Safety training.
- Work-site surveys.
- Analysis of accidents and loss data.
- Development and enforcement of safety and health rules.
- Promotion of necessary personal protective equipment (PPE) and instructions for its use and care.
- Promotion of an awareness of mechanical and physical safeguards to the maximum extent possible.
- Distribution of information on the use of hazardous substances.
- Establishment of a system of recognition and awards for outstanding safety performance.

Municipality recognizes that its employees share the responsibilities for safety and health. **Municipality**, working through its AIPP Coordinator **and Safety Committee**, shall endeavor to provide the guidance and assistance needed by its employees to provide for the safety and well-being of those who are insured by the municipality.

Adopted this _____ day of _____, 20_____.

Name and title of authorized signature

SMT's AIPP MANUAL TEMPLATE: CONTENTS

2. Designated Accident and Illness Prevention Program Coordinator

Purpose: To identify an individual appointed by the employer to coordinate the provisions of the AIPP, by location or on an organization-wide basis. Assignment of the AIPP Coordinator must be documented and made part of the designated individual's duties and responsibilities.

In accordance with the Group Self-Insurance Fund's AIPP requirements set forth in Subchapter D of the Department of Labor & Industry's rules and regulations concerning Workers' Compensation Health and Safety, published in the Pennsylvania Bulletin current as of October 26, 2024, the **name of governing body of Municipality** does hereby designate the following to serve as the AIPP Coordinator for **Municipality**:

- **Designated AIPP Coordinator's name, title, and contact information**

Municipality assigns the following duties to that individual:

- Coordination and administration of the municipality's AIPP.
- Maintenance of appropriate documentation on program activities conducted by **Municipality** and its employees.
- Review of accident reports and determination of trends or certain accident characteristics.
- Identification of training areas and assistance in delivery of training programs.
- Coordination of safety-awareness efforts and, if applicable, safety-incentive programs within the municipality.
- Determination of level of regulatory compliance to applicable standards, codes, and rules and regulations governing self-funded groups.
- Service as a permanent member of **Municipality's** Safety Committee, if applicable.
- Handling of the administrative functions for **Municipality's** Safety Committee, if applicable.
- Assistance in AIPP inspections and review of facilities, procedures, and administrative practices set by the **Municipality's** Safety Committee, if applicable.
- Coordination of studies, research, and investigations on alternative methods of risk improvement.
- Solicitation, collection, evaluation, and reporting of AIPP information from employees.

Motion made by _____, seconded by _____, and unanimously approved this _____ day of _____, 20____.

Name and title of authorized signature

SMT's AIPP MANUAL TEMPLATE: CONTENTS

3. Assignment of Responsibilities for Accident and Illness Prevention Program (cont.)

Role of the Employee

The employee also is responsible for participating in the AIPP program in the work environment each day.

Specific duties of the employee may include:

- Following all safety rules and regulations
- Properly using all tools and resources
- Identifying and reporting any hazards
- Reporting all accidents or incidents to the supervisor
- Completing and submitting accident reports
- Immediately fixing any safety hazard
- Actively participating in all applicable safety training
- Completing and submitting any confidential information
- Referencing and following Safety Data Sheets for hazardous materials.

3. Assignment of Responsibilities for Accident and Illness Prevention Program

Purpose: To assign AIPP responsibilities as they pertain to employees and staff (includes contracted providers retained and responsible for certain program elements). The individual(s), position title(s), and assignment of individual(s) or position(s) responsibilities must be documented.

Responsibility for safety is established at several position levels:

- **Insert position levels, which may include: Manager, Assistant Manager, Executive Director, Department Superintendent, and Employees**

The AIPP Coordinator **and Safety Committee** shall be responsible for the overall development, coordination, and implementation of safe work practices at **Municipality**. The AIPP Coordinator **and Safety Committee** is expected to lead by example and to motivate all other employees to work in a safe manner. This is an extremely responsible position **and committee** that management takes very seriously. Therefore, management will provide adequate time and resources to permit the AIPP Coordinator **and Safety Committee** to be successful.

Role of the AIPP Coordinator and Safety Committee

Duties of AIPP Coordinator **and Safety Committee** include:

- Developing policies that will require all employees to comply with safety rules and regulations, and effectively communicating those policies to all employees.
- Providing support, guidance, and assistance to the Designated Safety Individual(s) in performance of their duties, as outlined in Appendix A.
- Following all safety rules and setting a good example for employees.
- Maintaining a safety-inspection checklist.
- Organizing safety training for employees and providing resources and support for that training.
- Keeping apprised of safety issues by attending training, as needed.
- Developing and maintaining employee safety-training records.
- Maintaining accident and incident reports.
- Reviewing and evaluating accident and incident reports, the AIPP manual, facility-inspection reports, and loss data, as well as communicating the results and recommendations to the Designated Safety Individual(s).
- Overseeing the implementation and maintenance of AIPP details as outlined in this manual.
- Developing and recommending safety incentives to management.

SMT'S AIPP MANUAL TEMPLATE: CONTENTS

4. Goals and Objectives

Purpose: To establish a documented procedure examining how AIPP goals and objectives are set.

Safety goals and objectives for **Municipality** shall include:

- Promoting safety practices among employees to reduce or eliminate potential hazards that may lead to or contribute to accidents or illnesses.
- Creating and maintaining a **Certified** Safety Committee that meets a minimum of **insert frequency**.
- Developing safety policies based on standard safety practices, as well as loss data gathered and analyzed by the AIPP Coordinator **and Safety Committee** on a regular basis.
- Establishing a method of enforcement of those safety policies.
- Developing and maintaining AIPP orientation and training program for employees.
- Developing methods for determining and evaluating program performance.
- Reviewing internal operational practices on a routine basis to ensure safe practices are being observed.
- Investigating accidents to determine fact (not fault) of cause and, where applicable, develop safe practices.
- Monitoring claim costs, injury frequency and severity, and loss of workdays due to work-related injuries. **Municipality** will utilize its experience modification factor (EMF) and loss-ratio results to evaluate loss experience and safety and loss-control performance, and actively implement cost-containment strategies to reduce costs to below industry averages.
- Establishing mechanisms for employee involvement in AIPP activities, including but not limited to:
 - Establishing methods for hazard identification to be used by employees.
 - Establishing an industrial health and hygiene program for employees to utilize.
 - Establishing a process by which employees can make safety suggestions.
 - Establishing a program for safety-performance recognition and employee rewards and commendations.
 - Developing safety protocols or standard operating procedures for employees to use in their workplace environment.
 - Providing employees with information on emergency-response plans.
 - Providing employees with a Hazardous Communications and Workers and Community Right to Know (RTK) Program.

SMT'S AIPP MANUAL TEMPLATE: CONTENTS

5. Workplace Hazard Identification and Mitigation Policy

Purpose: To document methods whereby employees participate in AIPP projects and activities, either as assigned or on a voluntary basis.

It is the policy of **Municipality** to regularly review workplace conditions to reduce, control, or eliminate potential hazards that may lead or contribute to workplace accidents, injuries, or illnesses.

Municipality believes a program of regular review and management oversight is necessary to:

- Monitor workplace-safety conditions.
- Monitor employee compliance with safety rules and safe equipment operation.
- Maintain a management presence in the work environment.
- Maintain active employee participation in safety and loss control in the workplace.

Municipality shall utilize the following methods to achieve this policy:

- **Workplace Inspections or Surveys:** Periodic proactive and preventative workplace-safety inspections will be performed. Inspections triggered due to claims activity shall focus on the areas specific to the claims that have been incurred.
- **Claims and Loss Experience:** The workplace claims data for **Municipality** will be reviewed on a time period basis to identify areas that warrant more frequent inspections. These inspections will be based on the frequency (number) and severity (cost) of claims incurred in any given year.

SMT's AIPP MANUAL TEMPLATE: CONTENTS

6. Industrial Health and Hygiene Services

Purpose: To establish a written policy for industrial-health services required by the nature of the organization's workplace environment. These services should address the physical, mental, and social well-being of employees in relation to their workplace environment. The results of these services may produce recommendations designed to identify, control, and/or eliminate health hazards.

It is the policy of **Municipality** to have in place an Industrial Health and Hygiene Program intended to reduce, control, and/or eliminate potential hazards arising from or related to the following:

- Toxic and noxious substances.
- Temperature extremes.
- General air quality.
- Noises or vibrations.
- Any other environmental conditions with the potential for causing workplace accidents or illnesses.

Elements of the Industrial Health and Hygiene Program include:

- Determining if exposure exists.
- Determining if employees are exposed.
- Instituting controls.
- Developing action plans to mitigate any known exposures.
- Establishing monitoring processes.
- Regularly communicating policies and procedures to employees.
- Outfitting employees with appropriate PPE.
- Conducting regular industrial health and hygiene training.
- Evaluating exposure-compliance requirements and levels.
- Periodically checking accuracy and thoroughness of monitoring functions.
- Maintaining current SDS's on hazardous materials and chemicals.

For routine inspections, **Municipality's** AIPP Coordinator **and Safety Committee** shall utilize the Industrial Health and Hygiene Program Survey Checklist in Section 7 of this manual, starting on the following page.

Employees shall be responsible for notifying their supervisor immediately regarding any area of concern. **Municipality's** AIPP Coordinator **and Safety Committee** will then arrange for timely and appropriate investigation of the reported concern.

Documents related to an industrial-hygiene event shall be archived for 30 years. Documents related to specific employee exposure shall be archived for the length of employment of the exposed employee(s) plus 30 years.

SMT's AIPP MANUAL TEMPLATE: CONTENTS

7. Industrial Health and Hygiene Survey (cont.)

7. Industrial Health and Hygiene Survey

Purpose: To establish surveys of industrial health and hygiene policies required by the nature of the organization's workplace and worksite environments. These may include suspected chemical, physical, and/or biological exposures, as well as recommendations designed to control and/or prevent identified exposures.

Environmental Controls

- Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, or caustics?
- Is employee exposure to chemicals in the workplace kept within acceptable levels?
- Is vacuuming dust with appropriate equipment used whenever possible, rather than blowing or sweeping dust?
- Are all outlets for non-potable water clearly defined?

General Work Environment

- Are all worksites clean and orderly?
- Are all spilled materials or liquids cleaned up immediately?
- Are work surfaces kept dry and/or are appropriate means taken to ensure surfaces are slip-resistant?
- Are pits and floor openings covered or otherwise guarded?
- Are all work areas adequately illuminated?
- Are covered metal waste cans used for oily and/or paint-soaked waste?
- Are SDS's updated, maintained, and kept in a place easily accessible for reference by employees?

Ventilation for Indoor Air Quality

- Does the HVAC system provide at least the quantity of outdoor air required by the State Building Standards Code, Title 24, Part 2 at the time the building was constructed?
- Is the HVAC system inspected at least annually?
- Are problems detected during inspection corrected as soon as possible?
- Are inspection records retained for at least five years?

Control of Harmful Substances by Ventilation

- Is adequate makeup air provided to areas where exhaust systems are operating?
- Are clean-out ports or doors provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts?
- Where two or more ventilation systems are serving a work area, is their operation such that one will not offset the functions of the other?
- Is the intake for makeup air located so that only clean, fresh air free of contaminants will enter the work environment?

eye strain or glare?
er muscles of the body?
ry shaped, positioned, and/or handled so that tasks can
positioned, and/or arranged to minimize strain on all parts
ched over to view the task?
per manner of lifting heavy objects?
ssessed before being assigned to jobs requiring heavy
king or eating in any area where contaminants are
ested?
e clothing or equipment be easily cleaned and disinfected?
rfaces, and environments cleaned and disinfected after
y infectious materials?
from street clothing into protective clothing, are clean
ate storage facilities for street clothing and protective
rchanging personal protective clothing and/or equipment
ere continuous noise levels exceed 85 decibels (dBA)?
s exposed to continuous noise above 85 dBA?
ployees properly fitted and instructed in its use and care?
t noise levels in the facilities are within acceptable levels?
d to reduce excessive noise levels?
rom the rest of the workplace operations?

SMT's AIPP MANUAL TEMPLATE: CONTENTS

8. Accident and Illness Prevention Program Orientation and Training

Purpose: To provide AIPP orientation and training for the purpose of enhancing employees' knowledge, skills, attitudes, and motivations concerning health and safety requirements relating to operations, processes, and specific work environments.

It is the policy of **Municipality** to provide orientation and regular safety training to all employees to ensure awareness and ability to follow all safety protocols and procedures outlined in the AIPP.

Training and education are important elements in any safety program to improve employee awareness and provide necessary information for successful implementation. With the proper training, employees will be better equipped to make the right decisions during work activities to prevent accidents and reduce work-related injuries. From the moment a job candidate becomes an employee, safety training must be a routine part of their employment experience, starting with a complete safety orientation upon hire and continuing with regular safety training relevant to job situations and conditions. Therefore, **Municipality's** AIPP Coordinator **and Safety Committee** will orient employees regarding safety topics using the Safety Orientation Checklist on the following page.

General safety and health areas to be addressed include:

- Plant, facility, and jobsite safety rules.
- Reporting unsafe conditions, including initial response if appropriate.
- Job-safety procedures for operating equipment, tools, or devices.
- Disciplinary processes relative to workplace-safety issues.
- Identifying safety-program coordinators and technical resources.
- Knowing where SDS's and equipment manuals are located and how to use them.
- Training and continuing education, including available programs and expectations for attendance.
- Accident-reporting procedures, including the process for submitting workers' compensation claims, utilizing medical-provider panels, and performing accident investigations.

The following table may be used as a guide to list and track **Municipality's** ongoing training efforts:

Training Topic	Employee Class	Frequency	Date of Training	Mandatory?

8. Accident and Illness Prevention Program Orientation and Training (cont.)

Safety Orientation Checklist

Employee's Name: _____

Occupation: _____ Date Hired: _____

Task	Date Completed
1. General Safety Rules	_____
2. Safety Rules for Specific Jobs	_____
3. Safety Devices	_____
4. Reporting Unsafe Conditions	_____
5. Job Conduct	_____
6. Proper Lifting Techniques	_____
7. Safety Suggestions	_____
8. Reporting Injuries	_____
9. Medical Aid	_____
10. First Aid and Qualified Personnel	_____
11. Emergency Procedures	_____
12. PPE	_____
13. Housekeeping	_____
14. Storage of Materials and SDS's	_____
15. Fire Protection	_____
16. Demonstration and Follow-up	_____

I have provided instruction in the safety requirements checked and believe the employee can reasonably be expected to perform their duties within a maximum degree of safety.

Supervisor *Date Signed*

I have received instruction on the safety requirements checked and believe I can reasonably be expected to perform my duties within a maximum degree of safety.

Employee *Date Signed*

SMT'S AIPP MANUAL TEMPLATE: CONTENTS

9. Emergency Action Plans

Purpose: To establish a written plan designed to provide a quick and pre-planned response to emergency events (e.g., fires, floods, gas leaks, etc.). The plan must include procedures for employee safety and accountability during unexpected and emergency conditions.

It is the policy of **Municipality** to have an Emergency Action Plan in place as part of its overall AIPP. The primary purpose of the Emergency Action Plan is to protect the health and safety of employees while they are in the work environment.

An Emergency Action Plan shall be developed for specific events, as warranted, and at a minimum should include the following elements:

- Identifying potential hazards that may arise in the normal work environment, from natural hazards, and those caused by deliberate or inadvertent threatening action.
- Assessing the frequency and severity of potential risks.
- Establishing alternative actions to reduce, control, and/or eliminate potential risks. These shall address pre-event actions, emergency actions during events, and post-event actions to restore normal operations.
- Identifying emergency-escape procedures and emergency-escape route assignments.
- Outlining procedures to be followed by employees who stay to staff critical operations before they evacuate.
- Establishing procedures to account for all employees after emergency evacuation is completed.
- Pre-assigning rescue and medical duties.
- Establishing procedures for reporting emergencies.
- Listing names of persons to be contacted in different types of emergency situations.
- Establishing procedures for alerting employees to emergency situations.
- Establishing training that instructs employees about the Emergency Actions Plan(s) as their assigned responsibilities. Training should include:
 - Plan development.
 - Plan implementation practice.
 - Steps for communicating during an emergency.
 - Communication of plan modifications.

SMT's AIPP MANUAL TEMPLATE: CONTENTS

10. Employee Suggestion Program

Purpose: To document the procedure and process whereby employees may offer suggestions and communicate their concerns related to the organization's AIPP.

It is the policy of **Municipality** to have in place an Employee Suggestion Program as part of its overall AIPP. **Municipality** recognizes that for any AIPP to become truly integrated into workplace culture, employees must be active participants in the process. Employees often are the first to be aware of unsafe practices, situations, and/or procedures. Therefore, it is important there exist a clear mechanism for employees to communicate concerns or ideas to persons who set safety policy. This can be through an assigned AIPP Coordinator, **Safety Committee**, or **Municipality**.

The objective is to have two-way communication between employees and decision-makers, providing information from employees to decision-makers, as follows:

- Direct questioning/inquiries.
- Employee safety meetings.
- Submission of paper or electronic messages.
- Regular reports on results (e.g., accident investigations).
- **Municipality's** Safety Committee, if applicable.
- Informal "toolbox" and "tailgate" talks.

Municipality recognizes that any process that is in place should provide feedback on the status of their suggestions. Therefore, **Municipality** will provide a careful, thorough response for every serious idea. When an unsafe practice, situation, or procedure is identified, and safety rules or practices, the employee responsible

11a. Safety Committee Minutes

Date:	Called to order:	Adjourned:	Date and time of next meeting:
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Members Present: _____ **Position:** _____

11. Employee Involvement in Accident and Illness Prevention Program Activities

Purpose: To document methods whereby employees participate in AIPP projects and activities, either as assigned or on a voluntary basis.

It is the policy of **Municipality** to involve employees in the AIPP.

Municipality recognizes that for any AIPP to become truly integrated into the workplace culture, employees need to be active participants in the process. By virtue of their daily work assignments, employees often are the first to be aware of unsafe practices, situations, and/or procedures. Therefore, it is important that employees be given opportunities to participate in workplace-safety efforts.

Opportunities to partake in these efforts may include:

- Serving on **Municipality's** Safety Committee, if applicable.
- Being active in safety-suggestion programs.
- Joining in informal "toolbox" and "tailgate" talks.
- Involving employees in the performance of workplace-safety inspections.
- Contributing to safety promotion, incentive, and recognition programs.
- Participating in workplace-accident investigations.
- Serving on the Susquehanna Municipal Trust's (SMT's) Safety & Loss Control Committee.
- Participating in safety-training events sponsored by SMT, individual SMT members, and other appropriate agencies or organizations.

Municipality recognizes that the key element to a high-performing AIPP is active involvement in the process by employees; when that occurs, sustainable commitment and employee ownership is possible.

SMT's AIPP MANUAL TEMPLATE: CONTENTS

12. Safety Rules and Methods for Enforcement (cont.)

- Make sure any ladder is in good v sturdy safety feet and is free from danger of slipping, have another
- Never use makeshift or defective
- Never climb through, over, under around the end of the train, prov
- Do not attempt to lift or push obj lift to avoid strains: bend your kn not hesitate to ask for assistance.
- Never use chisels, sledgehammer Flying chips from tools with mush defective tool or see that it is rep
- Always wear eye protection whe
- Always wear respirators when th some cases, a lifeline and/or an o
- Keep the area around you clean. containers provided for their disp
- Learn the location of all fire exits
- Learn the location and proper use circumstances use a pail of water
- Pile material, skids, racks, crates, block aisles, exits, firefighting equ not park trucks so that they block
- Fire doors must always be kept c
- Always keep floors clean to help
- If you see a fellow employee wor and advise them so. If they are u
- Protect your feet and head by ke (especially the liner) in good cond injuries.
- Never tamper with electrical circ
- Always obey all warning signs.
- Read the safety bulletins that are preventing accidents.
- Never take short cuts through da
- If you do not know the safe way t

12. Safety Rules and Methods for Enforcement

Purpose: To document safety rules and enforcement procedures that provide for a safe workplace.

The safety policies and safety-practice protocols contained in this AIPP manual, together with the general safety rules set forth below, have been developed to reduce, control, and/or eliminate potential risks to employees. For these policies, protocols, and rules to be valuable, they must be following by the employees of **Municipality**. Failure to adhere to these policies, protocols, and rules will lead to discipline in accordance with **Municipality's** personnel policies.

General Safety Rules

- Report all cases of workplace-related sickness or injury, no matter how minor, to your supervisor for First Aid. Never attempt to treat your own or another worker's injury or try to remove foreign particles from the eye(s).
- Never operate machinery unless all guards provided are in place. Machine guards must never be removed except when necessary to make required adjustments or repairs, and guards should be replaced immediately before the machine's next use. If a guard is not in its proper position, report this at once to your supervisor.
- Employees must remain in their own departments unless called away on business or in the regular course of their employment.
- Alcohol and illegal drugs are not permitted on the premises.
- Running is not permitted on the premises.
- Horseplay, throwing objects, scuffling, and fooling around are not permitted on the premises.
- Do not unnecessarily distract the attention of another employee, as you may cause injury.
- Jewelry (including rings, bracelets, etc.) and/or dangling accessories (including watch chains, key chains, etc.) shall not be worn. Operating machinery while wearing these objects may cause serious accidents such as loss of fingers or hands.
- Gloves must not be worn when operating machinery unless their use has been approved by your supervisor.
- Loose ties or torn clothing must not be worn around machinery unless their use has been approved by your supervisor.
- Shut down machinery before cleaning, adjusting, or repairing. Lock and tag the machine.
- Never oil machines while they are in motion, except where points of oiling are so located or guarded that you are not subject to contact with moving parts.
- Never use your finger for removing chips from machines. Use a brush or hook.
- Never operate any machine, crane, tractor, elevator, or other piece of moving equipment unless permitted to do so by your supervisor.
- Employees with long hair must wear caps around moving machinery.

SMT's AIPP MANUAL TEMPLATE: CONTENTS

13c. Accident Investigation Report

13b. Supervisor's Accident Investigation Form

13a. Employee's Report of Injury Form

13. Accident Investigation (cont.)

13. Accident Investigation

Purpose: To document the procedure explaining and providing for the timely investigation of accidents, completion of required reporting and recording, and recordkeeping. Information resulting from accident investigations, reporting, and records may be used to prevent future employee risk, exposure, and accidents.

Accident Investigation is an organized process using written procedures that apply every time a workplace accident occurs, regardless of its severity.

In accordance with the Pennsylvania Workers' Compensation Act, a self-insured employer such as **Municipality** is required to perform accident investigations of all job-related injuries. An accident investigation comprises all work-related injuries, in addition to some motor-vehicle accidents. Best practices dictate that these investigations also should be conducted for "near-miss" incidents.

Routine safety inspections of each department do not guarantee **Municipality** will be 100% free of accidents or incidents. Therefore, when accidents or incidents occur, it is crucial that an investigation take place. The accident investigation report is then reviewed by **Municipality's** AIPP Coordinator, **Safety Committee**, and/or forwarded to management. For preventable accidents or incidents, proper training is provided to the staff to prevent future occurrences.

The purpose of an accident investigation is to determine the direct cause and prevent future occurrences. This is accomplished by documenting the facts and reporting all relevant information about the accident or incident to **Municipality's** AIPP Coordinator, **Safety Committee**, and/or the management staff member assigned to review these reports. Use each accident or incident as an opportunity to reinforce a commitment to workplace safety. Identifying the cause and/or contributing factor(s) for each workplace accident or incident allows for a thorough investigation and potential corrective actions to prevent future occurrences. The purpose is NOT to place blame on any individual.

Accident Investigation Procedure

When a workplace accident or incident occurs, the investigator should act quickly. Each situation is unique, but the following steps may serve as a guide for the investigation:

1. After attending to the injured employee, assess the scene to determine if it is safe to enter.
2. If equipment or machinery is involved, secure the accident or incident scene to prevent further employee injuries.
3. Notify the department supervisor if they are not on-site. The supervisor will begin the investigation and interview any employees that witnessed the accident or incident. The supervisor will complete accident-investigation paperwork and forward it to the staff person assigned to file workers' compensation claims.
4. The investigation report is then forwarded to **Municipality's** AIPP Coordinator, **Safety Committee**, and/or management staff member responsible for reviewing the reports.

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photos or drawings may

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that contributed to the

cedures, and/or identify

s, or near-miss
e incident. This
This form shall be
your supervisor(s) for

nt:

ed):

phone number:

nt:

ed):

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SMT's AIPP MANUAL TEMPLATE: CONTENTS

14. Prompt Availability of First Aid, CPR, and Other Emergency Treatments

Purpose: To provide documentation explaining how rapid availability of First Aid, CPR, and other emergency medical treatments are provided for injured or suddenly ill employees, on-site and/or provided by the medical community.

Municipality recognizes that the quality and timeliness of medical treatment available to employees who have experienced a workplace injury is critical to save lives, reduce the extent of injuries, improve chances of full recovery, and minimize pain and suffering. Therefore, **Municipality** is in the best interest of all employees to have prompt medical treatment available.

For minor injuries, First Aid kits are located at the following areas:

- **insert all locations of First Aid kits**

For serious or life-threatening injuries, employees should immediately call 911 to request medical assistance.

Municipality periodically will provide First Aid and CPR training for employees.

15. Program Evaluation Policy

Purpose: To document the method(s) used to ensure the quality of the organization's AIPP. This is not necessarily a measure of effectiveness, but rather this element involves review and critique of the program itself for the purpose of determining the strengths and weaknesses of its components, as well as areas that may require revision.

It is the policy of **Municipality** to monitor claim costs, injury frequency and severity, and loss of workdays due to work-related injuries. **Municipality** will utilize its EMF and loss-ratio results to evaluate loss experience and safety and loss-control performance, as well as actively implement containment strategies to reduce costs to below industry averages.

Municipality shall evaluate the performance of its AIPP using the following methods:

- **Loss Ratio:** the ratio of claims paid divided by the amount of premiums collected.
- **EMF:** the ratio of actual costs of workers' compensation claims compared to the expected costs of those claims.
- **Lost Time Days:** the number of days employees missed work due to work-related injuries in any given year.
- **Average Claim Cost:** the ratio of the total cost of claims to the total number of claims incurred within a given time period (usually one year).
- **Claim Cost per Employee:** the ratio of the total cost of claims to the total number of employees within a given time period (usually one year).

SAFE PRACTICE PROTOCOLS

- A. ELECTRICAL & MACHINE GUARDING
- B. PPE POLICY
- C. HEARING & SIGHT CONSERVATION
- D. LOCKOUT/TAGOUT PROCEDURES
- E. HAZARDOUS MATERIALS HANDLING:
PA RIGHT-TO-KNOW PROGRAM
- F. CONFINED SPACE ENTRY POLICY
- G. FIRE PREVENTION & CONTROL
- H. SUBSTANCE ABUSE AWARENESS &
PREVENTION POLICY
- I. BLOODBORNE PATHOGEN EXPOSURE
CONTROL
- J. PRE-OPERATIONAL PROCESS REVIEW
- K. OTHER PROTOCOLS OR STANDARD
OPERATING PROCEDURES

SMT'S AIPP MANUAL TEMPLATE:

SAFE PRACTICE PROTOCOLS

- Language in these sections represent minimum safety protocols but may be expanded by the organization.
- Several sections include appendices to add additional details such as authorized personnel and specific equipment.

SMT'S AIPP MANUAL TEMPLATE: SAFE PRACTICE PROTOCOLS

The Safety Practice Protocol sections not applicable to the organization's operations must remain in the manual with the following notice.

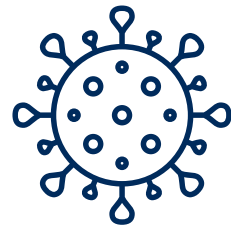
"**Municipality** does not have any safe-practice protocols related to this topic. Therefore, this portion will be left intentionally blank."

SMT's AIPP MANUAL TEMPLATE:

SAFE PRACTICE PROTOCOLS



V. HAZARDOUS MATERIALS HANDLING:
"PA WORKER & COMMUNITY RIGHT-TO-KNOW"



IX. BLOODBORNE PATHOGEN EXPOSURE CONTROL

SMT's AIPP MANUAL TEMPLATE: HAZARDOUS MATERIALS COMMUNICATION

v. Hazardous Materials Handling, Storage, and Disposal Pennsylvania Worker & Community Right to Know (PA RTK)

10. Outside Person

For outside contractor's foreign written program.

11. Workplace Notice

As required by the their rights under

12. Health and Exposure

As required by Section Please refer to the [Compensation/W](#)

Training Program
Municipality
mixtures written form to the job of the hazardous

1. Location
2. Product
3. Chemical
4. Acute
5. Symptoms
6. Potential
7. App
8. App
9. Emergency
10. How

Name of individual or position to their respective

Training Requirements
Training requirements
individual or position to their respective

8. Hazardous Materials

9. Non-Routine Tasks

Periodically position should to implement

Trainer Name of individual or position to their respective

For secondary lab

Municipality's program

Include

v. Hazardous Materials Handling, Storage, and Disposal Pennsylvania Worker & Community Right to Know (PA RTK)

v. Hazardous Materials Handling, Storage, and Disposal Pennsylvania Worker & Community Right to Know (PA RTK)

v. Hazardous Materials Handling, Storage, and Disposal Pennsylvania Worker & Community Right to Know (PA RTK) Program (cont.)

Name of individual or position to their respective

5. Container Labels

Name of individual or position to their respective

Each year exists for responsible

Initially, copy program to individual

Copies of SDS to name of individual or position to their respective

7. Employee Training

This includes, but not limited to:

- Bulk containers
- Secondary
- Pipelines/

While the PA RTK recognizes that it

3. Hazard Determination

All materials used by Municipality's program

4. Hazardous Chemical Inventory

PA RTK requires that an HSSF are for

inventory of hazardous chemicals electronically, or online v

Responsibility
Name of individual or position to their respective

2. PA RTK Requirements

Employers not covered by

- Post a Workplace
- Complete and post year, and provide
- Collect and maintain substance in the v intervention of a s
- Complete an Env Labor & Industry.
- Label all containers mixtures in the w
- Label workplace c
- Provide copies of request.

PA Department of Labor & Industry

3. Hazard Determination

All materials used by Municipality's program

4. Hazardous Chemical Inventory

PA RTK requires that an HSSF are for

inventory of hazardous chemicals electronically, or online v

v. Hazardous Materials Handling, Storage, and Disposal Pennsylvania Worker & Community Right to Know (PA RTK) Program (cont.)

16. Safe Practice Protocols (cont.)

v. Hazardous Materials Handling, Storage, and Disposal Pennsylvania Worker & Community Right to Know (PA RTK) Program

Purpose: To establish a procedure that identifies and controls the receipt, handling, storage, and disposal of hazardous chemicals and products containing hazardous chemicals.

Contents

1. Purpose, Objectives, and Responsibility
2. PA RTK Requirements
3. Hazard Determination
4. Hazardous Chemical Inventory
5. Container Labels
6. SDS's
7. Employee Information and Training
8. Hazardous Chemical Handling, Storage, and Disposal
9. Non-Routine Tasks
10. Outside Personnel/Contractors
11. Workplace Notice
12. Health and Exposure Records

1. Purpose, Objectives, and Responsibility

Purpose

The purpose of this program is to:

- Describe how the provisions of the PA RTK — that is, the Pennsylvania Worker & Community Right to Know Act (Act 159 of 1984) — are met.
- Ensure that the hazards of all chemicals used by employees of Municipality are evaluated for known or potential hazards, and that this information is communicated to all employees who may have cause to use, handle, or otherwise be in contact with these chemicals.
- Prevent injuries and illness from exposure to hazardous chemicals.

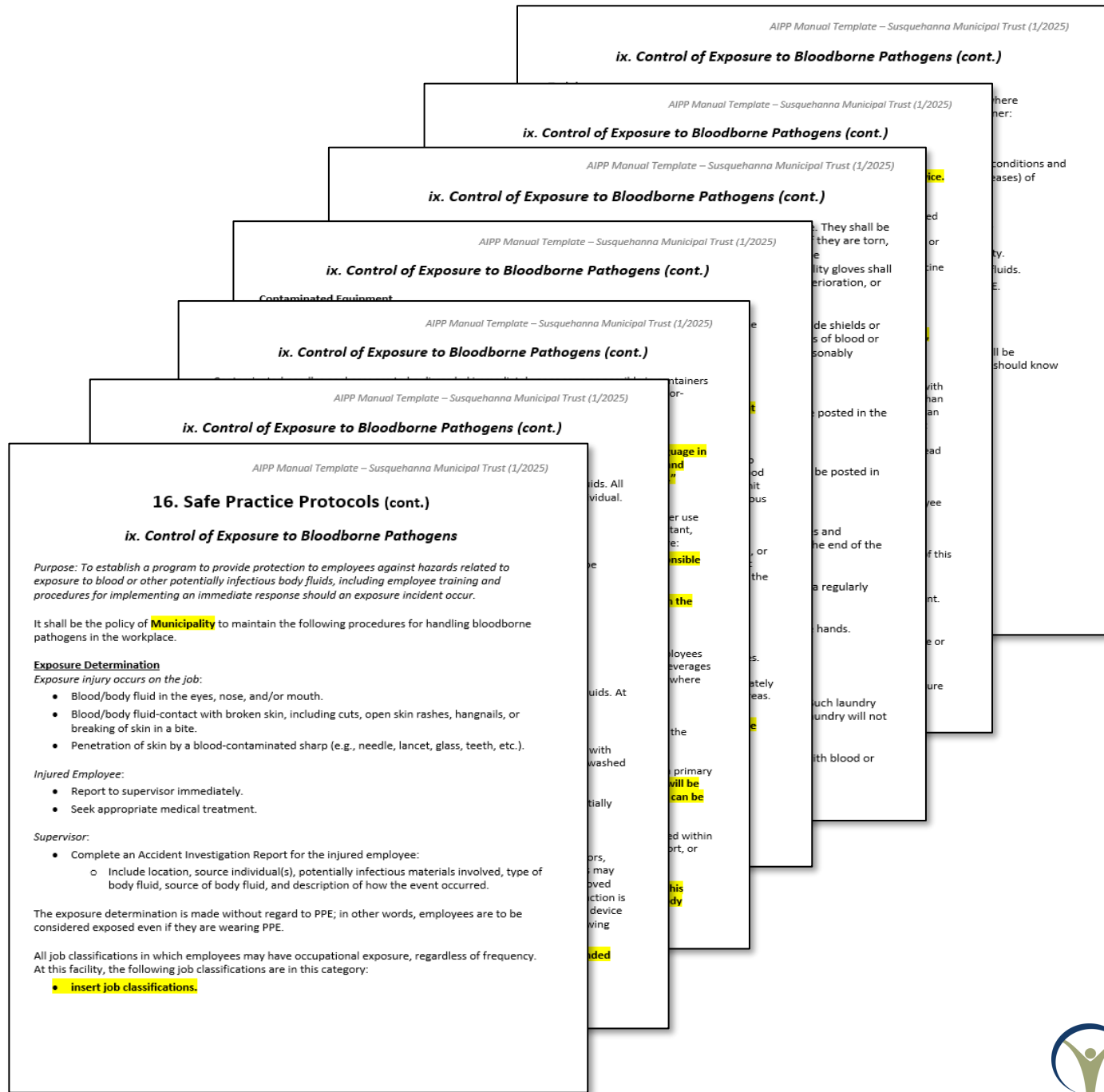
Objectives

The objectives of this program are intended to ensure that:

- All hazardous chemicals are properly identified and labeled before entering the workplace.
- SDS's are maintained at the worksite and are readily available to employees during each work shift.
- All employees of Municipality who work with hazardous chemicals are properly trained as to hazards associated with the chemicals to which they are exposed and how to work safely with those hazardous chemicals.

SMT's AIPP MANUAL TEMPLATE:

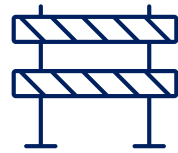
BLOODBORNE PATHOGEN EXPOSURE



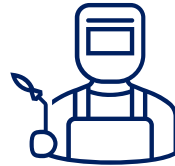
SMT's AIPP MANUAL TEMPLATE: OTHER PROTOCOLS



a. TRENCHING AND EXCAVATING



b. WORK ZONE TRAFFIC SAFETY



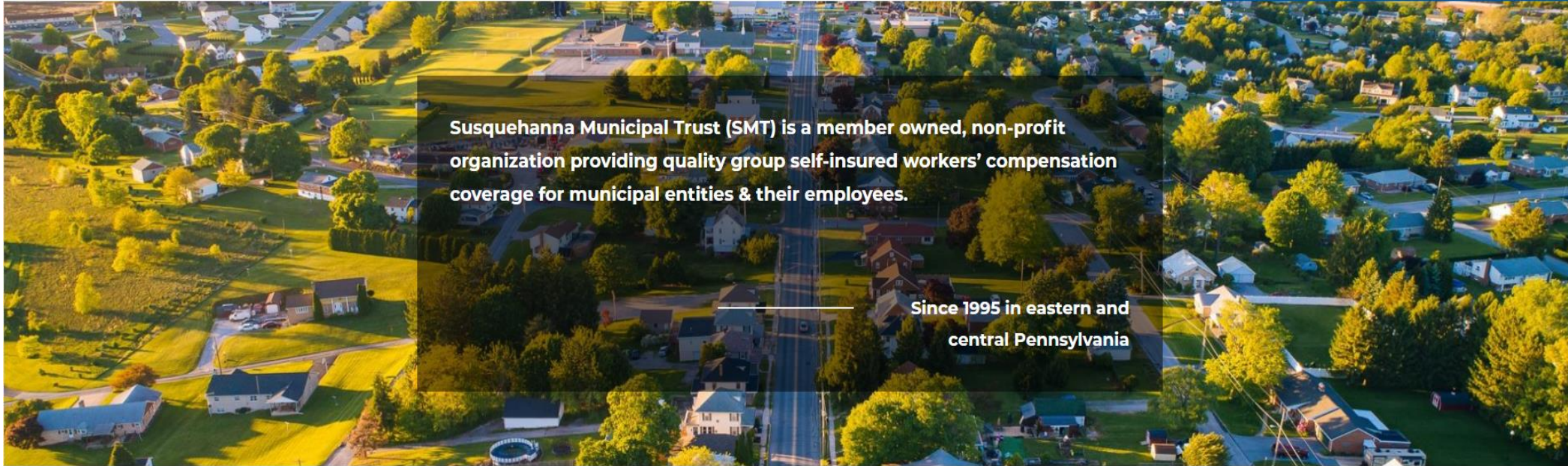
c. WELDING AND CUTTING OPERATIONS



d. FLEET SAFETY

WHERE TO FIND THE SMT AIPP MANUAL TEMPLATE





Susquehanna Municipal Trust (SMT) is a member owned, non-profit organization providing quality group self-insured workers' compensation coverage for municipal entities & their employees.

Since 1995 in eastern and central Pennsylvania

A REGIONAL WORKERS' COMPENSATION GROUP SELF-INSURED TRUST

The Susquehanna Municipal Trust was established on July 1, 1995, as a non-profit group self-insurance program for Pennsylvania municipal entities. SMT members include townships, boroughs, municipal authorities, and third class cities with a council manager.



*Need log-in credentials?
Contact Kelly Holmes:
kholmes@benecon.com*

WELCOME SMT MEMBER

Please use the form below to login to access our Members Area.

Email *

Password *

Remember Me

[Lost your password?](#)

LOGIN

Don't have a user? Register for an account here: [Register for an Account](#)

WELCOME SMT MEMBER!

Here SMT Members will find the resources to assist with their worker's compensation insurance benefits and workplace safety & loss control program. For questions or concerns regarding Trust membership benefits, policies, or procedures please contact a SMT team member at Benecon:

 **717-723-4600**



SMT Membership Resources



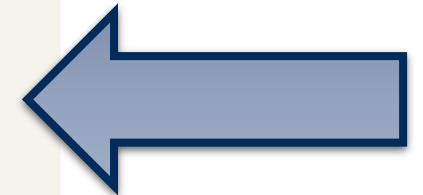
Claims Management



Workplace Training



Safety & Loss Control Program





Safety & Loss Control Program

- ▶ [AIPP MANUAL](#)
- ▶ [SAFETY COMMITTEES](#)
- ▶ [SMT SAFETY GRANT APPLICATION](#)
- ▶ [RISK MGT. REPORT CARD](#)
- ▶ [RISK & LOSS CONTROL FORMS & TEMPLATES](#)

AIPP Manual

AIPP Manual

SMT is a group self-funded workers' compensation trust. As such, SMT members are required to maintain an up-to-date Accident & Illness Prevention Program (AIPP) as set forth in Chapter 129, Subchapter D of the PA Workers' Compensation Act.

SMT's AIPP manual template is designed to assist SMT members with documenting their organization's AIPP procedures in complying with the PA Workers' Compensation Act. The AIPP manual template is designed for members to customize it to their organization's unique considerations.

Per industry best practices, an AIPP manual should be reviewed and updated at least every three years.

[AIPP Manual Template](#) | [Personalization Instructions](#) | [AIPP Manual Webinar](#) | [AIPP Manual Handout](#)

WELCOME SMT MEMBER!

Here SMT Members will find the resources to assist with their worker's compensation insurance benefits and workplace safety & loss control program. For questions or concerns regarding Trust membership benefits, policies, or procedures please contact a SMT team member at Benecon:

 **717-723-4600**



SMT Membership Resources



Claims Management



Workplace Training



Safety & Loss Control Program

MAINTAINING YOUR ORGANIZATION'S AIPP MANUAL

3

REVIEW AT LEAST EVERY THREE YEARS.
(A GREAT ASSIGNMENT FOR A SAFETY COMMITTEE!)



SEND SMT A SIGNED & DATED CONFIRMATION
OF REVIEW OR COPY OF UPDATED MANUAL.



MAKE AVAILABLE TO ALL EMPLOYEES.

CONTACT THE SMT TEAM:

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- Roni Ryan, Executive Director:
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