

GOLDEN STATE RISK MANAGEMENT AUTHORITY (GSRMA)

Loss Prevention Incentive Program (LPIP) - 2010/11

Mission Statement: Golden State Risk Management Authority has adopted this program in an effort to create a behavioral change by each member agency's Board and employees towards safety and loss prevention, to improve each member agency's loss prevention and safety programs and to promote greater administrative efficiencies.

GSRMA member agencies can receive an award of up to 10% of the current year's contribution, subject to a \$50,000 maximum* per member agency, per year. Members must re-apply each year to qualify.

To apply, members must complete the attached Self-Evaluation/Application. The completed application shall be reviewed, evaluated, and approved by GSRMA's Safety Officer. Application must be received by GSRMA on or before the first Monday in March each year.

The Safety Officer shall present all qualified evaluations to GSRMA Board of Directors no later than their May board meeting for approval. Awards will be available for distribution prior to July 1st of the current coverage year. To receive distributions, the agency must be a member as of July 1 of the upcoming coverage year.

The credit is based on a points system. 100 points are needed to be awarded the maximum credit. The following formula shall be used in determining the total credit awarded. (**NOTE:** Member agency must score a minimum of 50 points to qualify for an award)

| | |
|------------|--------------|
| 50 Points | 2% Credit* |
| 80 Points | 5% Credit* |
| 90 Points | 7% Credit* |
| 100 Points | 10 % Credit* |

GSRMA encourages members to use the awarded funds to maintain and/or enhance their loss prevention efforts. Members may choose to receive the funds via check or as a reduction on the next year's contribution. Please designate your disbursement choice at the end of the application.

*Award is subject to the percentage of maximum allowable credit. In order to receive maximum credit, member must score 100 points.

Special Note: Agencies are encouraged to submit the self-evaluation submit it to the Safety Officer regardless of accumulated points.

Loss Prevention Incentive Program (LPIP) Self-Evaluation / Application

Member Agency: _____

Contact Person: _____

Contact Phone: _____

Contact Mailing Address: _____

District Physical Address: _____

ADMINISTRATIVE SECTION (22 points available)

| <i>Points</i> | <i>REQUIREMENTS</i> | <i>Date Completed</i> |
|----------------------|---|------------------------------|
| | GSRMA Data Requests | |
| 3 | Timely and accurate completion and submission of all GSRMA Program data requests. | |
| | Joint Powers Agreement | |
| 5 | Develop, adopt, implement, and maintain a District Personnel Policy Manual, | |
| | Board Member Training | |
| 5 | All Board Members attend at least one training annually (Brown Act, Ethics, Harassment, etc.) | |
| | Board Policy Manual | |
| 5 | Develop, adopt, implement, and maintain the District's Board Policy Manual, to include, but not limited to, the following: Return to work program Conflict of Interest Policy, Regularly scheduled meetings, Safety compliance as a part of an employee's annual performance evaluation. | |
| | Communication | |
| 1 | Receipt of GSRMA documents electronically. | |
| | Insurance Requirements in Contracts | |
| 3 | Board adopted and implemented Insurance Requirement Policy for contracts and agreements. | |

CLAIMS SECTION (26 points available)

| <i>Points</i> | <i>REQUIREMENTS</i> | <i>Date Completed</i> |
|---------------|---|-----------------------|
| | Worker's Compensation | |
| 3 | Use of GSRMA claims reporting process. | |
| | General Liability | |
| 3 | Have a written process regarding third-party claims that is in compliance with the CA Tort Claims Act | |
| | Property/Auto | |
| 2 | GSRMA Auto and Property Loss Notices current and accessible | |
| | Timely Notification of Claims | |
| 4 | Workers' Compensation – within 1 working day of notice of injury | |
| 4 | Liability – within 1 working day of receipt of claim or other legal document | |
| 2 | Property/Auto – within 1 working day of notice of loss | |
| | Incident Tracking | |
| 2 | Board-adopted incident report | |
| 2 | Timely review and action on incident reports by safety committee | |
| | No Losses in Period* (March-February) | |
| 1 | Workers' Compensation – No lost time injuries | |
| 1 | Liability – No paid claim | |
| 1 | Property – No losses in excess of district deductible | |
| 1 | Auto – No losses in excess of district deductible | |

*The evaluation period for claims is the 12 month period prior to the application deadline. .

SAFETY / LOSS PREVENTION SECTION (63 points available)

| <i>Points</i> | <i>REQUIREMENTS</i> | <i>Date Completed</i> |
|---------------|---|-----------------------|
| | MemberLink On-Line Training | |
| 10 | 50% of all employees (including volunteer fire/safety) successfully complete a minimum of 6 MemberLink trainings during the period. Or equivalent of 6 one-hour trainings from other sources. | |
| | Designated Safety Officer | |
| 10 | Regular safety meetings for all employees and volunteers in accordance with Cal-OSHA; including proper documentation of meeting and trainings | |
| | Current Injury and Illness Prevention Policy (IIPP) | |
| 10 | Document must meet all Cal-OSHA Requirements, and should be reviewed annually by all employees. | |
| | Regular On-site Safety Inspections | |
| 10 | Must include documentation, regular housekeeping, identification of hazardous conditions, procedure for corrective action | |
| | Participation in GSRMA-Sponsored Training | |
| 5 | Member designated representative (per JPA agreement Article 21-2) attends GSRMA annual training. | |
| 3 | Member attendance at GSRMA regional or on-site training or additional member at GSRMA annual training. | |
| 10 | Host or co-host a GSRMA regional training | |
| | Safety Committee | |
| 5 | Establish a Safety Committee and have regular meetings. | |

Desired award distribution method:

- Please reduce our agency's total contribution.**
- Please forward a check to the agency in the amount of the credit**