



SAFETY CREDIT PROGRAM GUIDELINES

(Revised September 2021)

PURPOSE

The purpose of the Safety Credit Program is to provide funds to the District Safety Committees for the implementation of various safety requirements and programs. The Safety Credit Program is designed to address the **safety needs and requirements of both district employees and district sites**. Annually, the NBSIA Board of Directors will determine a Safety Credit allocation for each District. To qualify for funds, the proposed programs must be relevant to NBSIA's goals and objectives as determined by the Board of Directors. At the end of the budget year, unused funds will be "rolled over" into the next budget year up to 250% of each District's annual funding. Any surplus will be retained by NBSIA in a fund for special safety needs of NBSIA Members.

ELIGIBILITY

To be eligible, each District must hold at least one Safety Committee meeting *per quarter* and submit a copy of the meeting minutes to the Member Services Manager. In addition, each District must provide the Member Services Manager with a copy of its proposed annual budget, which has been reviewed and approved by the district's Superintendent, Assistant Superintendent-Business Services, or Chief Business Office. The budget should include an action plan designed to address a specific area of reported loss or potential loss on a District-wide basis. Said budget and plan shall be **submitted no later than October 1** of each year. The budget must be structured in accordance with these guidelines.

No reimbursements to a District will be authorized until the annual budget has been submitted and it has been determined that it meets the eligibility requirements herein. The Member Services Manager will not approve excessive expenditures in any one category if the Member Services Manager feels that such an expense would deplete the District's fund balance to the detriment of the other categories. If it is determined that an imminent dangerous safety situation is present or that the district has preplanned the use of these funds, the Member Services Manager may waive this provision. Any mid-year budget adjustments must be approved in advance by the Member Services Manager.

SAFETY CREDIT CATEGORIES

- A. Post Offer Employment Testing (POET) Program**
- B. Shoes for Crews**
- C. Safety Education and Motivation**

1. Safety Education:

- a. To pay mileage and other costs, including but not limited to substitute costs associated with District employees attendance at approved safety oriented seminars, conferences and trainings.
- b. To pay for purchase or rental costs of safety books, films, or related technology.
- c. To pay the cost to publish and/or purchase safety newsletters, magazines or newspapers.
- d. To pay the cost to print and use payroll stuffers.
- e. To contract for safety programs or services.

2. Safety Motivation:

- a. To pay for employee safety awards and incentive programs to encourage safety awareness and to recognize the employees individually for their safety performance.
- b. To pay for contests - provide materials and purchase prizes and awards.
- c. To pay for awards for safety suggestions.
- d. To pay for bulletin boards for safety news, posters and information or to indicate the number of safe working days, etc.

C. Safety Inspections:

1. To pay the costs of outside professional inspections, evaluation services, and/or site security assessments when the District Safety Committee or the Member Services Manager determines one is necessary due to the accident frequency or severity or to prevent or alleviate a potential hazard or hazardous condition at any particular site. (Required/mandated routine inspections/licensing/certification of equipment is *not reimbursable* under the Safety Credit Program.)

D. Safety Corrections:

1. To pay the cost to eliminate violations discovered in the NBSIA safety inspections and any contracted or other professional safety surveys including CAL/OSHA, OSHA, State Fire Marshall's Office, EPA, County Environmental Health Management Agency, and/or others.
2. To pay the cost to comply with any hazardous materials or waste laws, such as asbestos, Clean Water Act and others as required.
3. To pay the cost to eliminate safety hazards to district employees and district sites as identified by the Safety Committee or the Member Services Manager.

E. Safety Corrections:

1. To pay for ergonomic equipment as a result of an evaluation conducted by NBSIA or other qualified evaluators

F. Personal Protection Equipment:

1. To pay the cost of safety accessories, including but not limited to: steel-toed shoes, slip-resistant shoes, hard hats, rubberized aprons for chemical handling, safety glasses, goggles and required glove and hand protection.

Note: Personal Protective Equipment must meet ANSI, ASTM, NFPA, or other nationally recognized standards of safety.

G. Safety Grant Program

1. To pay for site based safety grants to be awarded annually based on guidelines established by the Risk Management Committee and approved by the NBSIA Board of Directors.

H. Security

To pay for the purchase and installation of security devices designed to protect and preserve District property, students and staff. Safety credit funds shall not be used to provide for the charges associated with monitoring of alarm systems or for fees charged by any entity for responding to false alarms triggered within any District. Reimbursable expenses include the hiring of security personnel for District events and STOP!T program materials.

I. Other/Contingency

1. To fund for safety related issues **with the prior approval** of any one of the following: NBSIA Member Services Manager, NBSIA Risk Management Committee, NBSIA Board of Directors, NBSIA Executive Committee, or NBSIA Executive Director.

J. Safety Personnel

1. To fund for safety staff person(s). This individual must represent the member district at the NBSIA Risk Management Committee meetings. Up to 100% of the total annual budget for safety credits may be used to fund this position. Districts may also fund an additional risk management position. Districts must submit proposed job description prior to placement.

EXCLUSIONS

This fund may *not be used for normal or routine maintenance items or capital improvements*. The Member Services Manager will carefully consider all of the “correction funding” requests for appropriateness and may determine that only a portion of a particular project should be funded.

Applications for program funding must address items which are **primarily** safety related or they may be rejected by the Member Services Manager, if, the request does not comply with the guidelines.

Examples of programs which may be EXCLUDED:

- a. Routine building or facility maintenance.
- b. Routine equipment inspection, repair or replacement.
- c. Normal grounds services or maintenance.
- d. Paying property/liability loss deductibles.
- e. Hiring of additional personnel, with the exception of the safety staff person as described in Item I.
- f. Employee overtime hours, except as they may relate to the safety staff person described in Item I.
- g. Meals or refreshments, except meals served at district Safety Committee Meetings.
- h. Non-safety work apparel.
- i. District labor costs, except in case of safety emergency and not reimbursable by FEMA or other governmental agency.
- j. Extension of employee work year.
- k. Any item not predominantly safety related for district staff or site as determined by the Member Services Manager.

REIMBURSEMENT OF EXPENDITURES

Safety Credit Applications are to be sent to:

NBSIA

380A Chadbourne Road
Fairfield, CA 94534
Attn: Member Services

When the program or purchase is completed, attach a copy of the paid invoice to the "Application for Safety Funds" and send to the above address for reimbursement. Applications will be accepted with invoices for expenditures in the previous fiscal year or sooner.

If an application is not approved, the completed form will be returned to the originator with an explanation of the disapproval. The originator may request a review of the application by the JPA Executive Director.

See attached template "Application for Safety Funds."



SAFETY CREDIT BUDGET GUIDELINES

The Risk Management Committee has evaluated the program needs for North Bay Schools Insurance Authority and has developed the following Safety Credit budget guidelines:

A. Post Offer Employment Testing (POET)	3%
B. Safety Education and Motivation	7%
C. Safety Inspections	7%
D. Safety Corrections: Property/Liability	25%
E. Safety Corrections: Workers Compensation	25%
F. Personal Protective Equipment	10%
G. Safety Grant Program	8%
H. Security	10%
I. Other/Contingency	5%
J. Safety Personnel	Up to 100%

The District Safety Committee budgets should be calculated for a fiscal year beginning in July and ending in June. This time period allows for long-range safety planning and enables the implementation of these programs through the summer months for those year round schools and at the start of the year for other schools.

The Program Calendar:

06/30	JPA Safety Credit Fund allocations
07/01	District safety year begins
09/30	Quarterly Safety Committee meeting minutes due to NBSIA
10/01	District Safety Committee Budget due to Member Services Manager for approval
12/31	Quarterly Safety Committee meeting minutes due to NBSIA
03/31	Quarterly Safety Committee meeting minutes due to NBSIA
06/30	Quarterly Safety Committee meeting minutes due to NBSIA

See attached template "Safety Credit Budget Form"