

November 2012

## SAFETY BULLETIN

**Approximately two-thirds of our member districts have active safety committees and more are being formed each year. Our goal is to have every district maintain a successful safety committee to assist in preventing losses. The attached bulletin will provide you with useful information to start or refocus your committee.**



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To learn more, please review the attachment.

For further training or to schedule a Customized Training Program at a time and location that is convenient to you, contact:

**John Geitz, Safety Coordinator**

E: [safetyfirst@comcast.net](mailto:safetyfirst@comcast.net)

T: (856) 218-8772



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# SAFETY NOTICE

## MAKING YOUR SAFETY COMMITTEE A SUCCESS

One of the primary goals of the Joint Insurance Fund is to have each district form and maintain a successful safety committee. We know from experience that a dedicated safety committee can address and respond quickly to local concerns in a timely and efficient manner. The ability to react to the unique issues facing your district and to utilize the knowledge and experience of your staff can significantly improve safety and reduce losses. While the obvious potential benefits include reducing losses and stabilizing insurance premiums, ancillary benefits can include increasing productivity, improving employee morale and reducing time spent on dealing with loss issues.

Safety committees require commitment, dedicated members, time and resources. They cannot be an afterthought. However, they need not be burdensome. Assemble a team of dedicated staff, with wide department and school representation. Utilize outside resources, such as local police, fire, ambulance and emergency management personnel for assistance. Getting good people on the committee is more than half the battle. Once formed, look to hold monthly meetings for at least the first three months, then decide if less frequent meetings will suffice.

The committee must set realistic short and long term goals. It may not be realistic for a large district to have a zero injury goal in the first year, but setting a 10% reduction may be very attainable. Evaluate the critical areas of your safety and risk management programs to determine where to focus your efforts, then develop your plan on how to achieve those goals. Assign responsibility to the members and ensure there is accountability on each person's part. Make sure expectations are clearly developed. Reevaluate goals as things change.

There is a lot that goes into developing and maintaining a successful safety committee, but it is a critical part in achieving long term safety success. There are very few flexible areas of a school budget that allow true cost reductions. Insurance payments are one of those areas and a safety committee can be instrumental in reducing losses. Please review the safety committee presentation and support information on the SPELLJIF website at [http://www.spelljif.com/safety\\_committee.asp](http://www.spelljif.com/safety_committee.asp) and contact the JIF Safety Coordinator for further assistance. Thank you.



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