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## MBASIA SAFETY STANDARDS, POLICES & PRACTICES

### 1. PURPOSE

The purpose of the MBASIA Safety Standards, Polices & Practices as recommended by the Loss Prevention Ad Hoc Committee is the establishment of a current and active set of polices and procedures that:

- A. Ultimately minimizes, abolishes and prevents On-the-job Injuries in the Workplace*
- B. Recognizes Safe Practices in the Workplace*
- C. Lowers Workers Compensation Costs for the Authority and each Member Agency*
- D. Increases Employee Productivity*
- E. Creates a Safe Working Environment within Each Member Agency*
- F. Discourages Unsafe Practices and Non-Compliance*

### 2. POLICY STATEMENT

#### I. Agency Responsibilities

- A. All member agencies shall develop and maintain the following documentation:
  - 1. An Illness & Injury Prevention Program (IIPP) that is Approved as a acceptable document by MBASIA Safety Committee*
  - 2. A Code of Safe Practices that are Job Specific as well as consistent with the State of California in accordance with The Division of Occupational Safety and Health*
- B. All member agencies shall implement and conduct an active Safety Training Program that:
  - 1. Provides for routine inspections of organization's structures and work sites.*
  - 2. Familiarizes all employees with the City's IIPP and Code of Safe Practices.*
  - 3. Promotes Safe Practices in the Workplace at all times at the organization level.*
- C. All member agencies shall comply with the Authority's reporting procedures by:
  - 1. Completing and submitting the Workers Compensation Incident Report Form*

*for every injury within five days of the date of the injury*

D. All member agencies shall develop and maintain the following additional procedures as part of their Safety and Loss Prevention Programs:

1. *A Return to Duty Program and Plan that specifically addresses and defines Light and Modified Duty*
2. *Pre-employment Physicals in accordance with each defined Job/Position Description that result in no less than an acceptable rating for hire by the Agency in accordance with the criteria set forth as part of the agency's Pre-employment Physical*

### **3. RECOGNITION FOR SAFE PRACTICES & POLICY IMPLEMENTATION**

All agencies who demonstrate their ability to satisfy the terms of responsibilities of the established policies and procedures as set forth in this policy statement shall be both formally recognized by the MBASIA Board of Directors, to include subsequent reductions in their Workers Compensation as set forth under the provisions defined by the establishment of the annual rates by the MBASIA Executive/Budget Committee

### **4. SANCTIONS FOR NON-COMPLIANCE**

In accordance with the implementation schedule and time lines, the progress of all agencies shall be the responsibility of the designated Primary and/or Alternate Representative as part of the MBASIA Board of Directors. Agencies experiencing difficulties shall be entitled to received support in accordance with all available resources through the Authority.

Those agencies who either fail in any of the following shall be deemed in violation of these provisions subject to the sanctions as imposed by the criteria set forth and approved by the Authority:

- A. *Demonstrated proficiency in each of the areas defined within this document*
- B. *Demonstrated ability to comply in accordance with the terms and provisions of this policy*
- C. *An annual History Workers Compensation Losses that are greater in severity than the previous Year's*

The initial recommended sanctions, subject to Board discussion, concurrence and approval, are as follows:

- *A Five-percent Penalty based upon the agency's established premium after no more than three violations.*

The provisions allowing agencies to appeal to the MBASIA Safety Committee and Full Board any sanctions as defined under this document, as well as the time lines for compliance shall be established by the MBASIA Board of Directors.

### **5. IMPLEMENTATION SCHEDULE AND TIME LINE**

All agencies shall be granted sufficient time for program implementation in accordance with the final revisions to the recommended MBASIA Safety Standards, Polices & Practices and final adoption by the MBASIA Board. In accordance with the final adoption of these polices, the following time lines shall constitute the schedule for implementation of each component of these polices at the agency level:

- A. *March 8<sup>th</sup>, 2010*                      *Review and Discussion of the recommended MBASIA Safety Standards, Polices & Practices by the MBASIA Board of Directors*
  
- B, *April 5<sup>th</sup>, 2010*                      *Final Adoption of the recommended MBASIA Safety Standards, Polices & Practices by the MBASIA Board of Directors in accordance with all required revisions and amendments*
  
- C, *September 15<sup>th</sup>, 2010*              *Finalize the Structure and Membership of the MBASIA Safety Committee*
  
- C. *April 5<sup>th</sup>, 2011*                      *Compliance by each member agency in accordance with the key components and corresponding provisions defined and set forth in the Policy as administered by the MBASIA Board of Directors and designated Safety Committee*

## **6. REVISIONS AND UPDATES**

Contingent by approval and adoption by the MBASIA Board of Directors, the defined protocol for the continued effectiveness of this policy shall include the interface the defined Safety Committee and the full Board with the Authority's Third Party Administrator and Legal Council on a six-month schedule.

As part of this process, the number and types of claims shall be reviewed for further discussion before the MBASIA Board.

## **7. REVISIONS AND UPDATES**

Contingent by approval and adoption by the MBASIA Board of Directors, this document shall be reviewed annually in order to determine the requirement for any revisions or amendments in accordance with the defined polices of by MBASIA as well as State Law.