



Scope

This policy¹ applies at the Trust level and at the member level.

Purpose

The purpose of this policy is to provide a method to evaluate the information discovered through accident and incident investigations and hazard inspections, and a process to use that information to improve the member's safety programs.

In addition to looking at incident and inspection issues on an individual basis, the information and data collected through various safety related activities can provide each member insight as to where their programs can be improved when it is examined in relation to each other.

Trust-Level Responsibilities

PennPRIME Manager of Loss Control Services and/or each member's insurance broker/agent (if applicable), will assist each member in reviewing all data collected from hazard inspections and accident investigations and provide guidance to identify focus areas for each member. PennPRIME will also review the aggregate data collected from all members to set program goals and objectives for AIPP Element 4.

Member-Level Responsibilities

On the line below, list the job title of the person who has primary responsibility for oversight of this policy. _____

Members are responsible for investigating each incident and accident to determine specific root causes for that particular incident or accident, as per AIPP Element 7. Each member will also conduct facility inspections to identify safety issues associated with the physical facility as per AIPP Element 8. The identified issues will be reviewed to ensure the root cause of each specific issue has been identified, and not just the symptom of the issue.

On a regular basis, each member will then use the data and information collected through incident investigations and facility inspections to analyze the overall areas related to safety that could be improved upon. For example, looking at near miss information and public works garage inspection observations could reveal an overall issue related to reorganizing the work space to prevent slips/trips/falls.

Each member will also use the issues identified using this process to set goals and objectives related to employee safety improvements, as identified in AIPP Elements 4, 5, 6.

¹ The content of this policy is based upon the following regulations:

- Pennsylvania Title 34, Part VIII, Bureau of Workers' Compensation – Chapter 129, Subchapter D §129.452; Group Self-Insurance Fund's AIPP Requirements
- Pennsylvania Title 34, Part VIII, Bureau of Workers' Compensation – Chapter 129, Subchapter F §129.1005; Workplace Safety Committee Responsibilities
- PennPRIME Workers' Compensation Amended Agreement of Trust 2013; Article 5, Section 5.7